



## **JOB DESCRIPTION**

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**JOB TITLE:** Too Good For Drugs – Youth Counselor  
**MEMBER OF:** Housing and Services  
**CURRENT GRADE:** 3  
**RESPONSIBLE TO:** Prevention Services Coordinator

### **I. Mission of Housing Authority of the County of Salt Lake**

The mission of the Housing Authority of the County of Salt Lake is to provide and develop quality affordable housing opportunities for individuals and families while promoting self-sufficiency and neighborhood revitalization.

### **II. Job Statement**

The purpose of the Youth Counselor position is to support the mission of HACSL by providing quality services to children and families living in public housing complexes. The Youth Counselor is responsible for the supervision of low income youth, ages 5-12 in the Kids' Program offered daily at nine public housing sites. Specifically, the Youth Counselor provides on-site prevention and skill building activities for low-income youth living in public housing.

### **III. Job Description**

#### **Objective A - Program Implementation**

1. Provide positive, safe, interactive activities that build youth protective factors while utilizing positive reinforcement to effectively manage program participants.
2. Participate in and insure that all activities follow required curriculum and are implemented as scheduled, along with tailoring activities to engage every youth participant.
3. Provide one on one academic assistance to each program participant.
4. Supervise and account for all participants at all times.
5. Instruct and engage youth in the rules and regulations of the program.
6. Communicate professionally with participant's parents and/or guardians, including direct door to door recruitment, regular explanation of program goals and expectations, and check in phone calls or home visits.
7. Encourage parental involvement during youth programs including, but not limited to, monthly parental open houses and annual awards banquet.
8. Keep activity areas safe, clean, and neat.
9. Follow the Housing Authority policies for vehicle maintenance, check out, and driving procedures.
10. Refer youth to prevention services, employment training and recreation programs including, but not limited to: Salt Lake County Parks and Recreation, Boys and Girls Club, Big Brother and Big Sisters of Utah, and Utah State Cooperative Extension (4H).

**Objective B - Program Administration and Development**

1. Plan and procure weekly program supplies.
2. Complete paperwork accurately and on time. Enter data into computer and assist with the filing of the back up documentation.
3. Assist in program evaluation and assessment.
4. Create weekly and monthly activity schedules and distribute to all participant households every month.
5. Attend weekly team meetings, Resident Services Staff meetings, and agency meetings to receive ongoing training, and coordinate services as needed.
6. Contribute to the achievement of agency strategic plan, goals and objectives.
7. Communicate all aspects of program and program implementation with Prevention Services Coordinator, including achievements, behavior concerns, and scheduling conflicts.

**MINIMUM REQUIREMENTS:**

1. High School Diploma or equivalent.
2. Valid Utah Driver's License.
3. Experience working with children in social service field.
4. One year related education or work experience.

**KNOWLEDGE OF:**

1. Social service programs
2. Child development
3. Substance abuse prevention
4. Community resources
5. Issues impacting low income and single parent families
6. Issues related to substance abuse and mental health services.

**ABILITY TO:**

1. Work independently and effectively in multiple site settings.
2. Consult with supervisor and other staff, to address complex situations with clients and diffuse potentially explosive situations.
3. Establish effective working relationships with residents (youth and parents), co-workers, community agencies, other professionals and the public.
4. Professionally represent agency.
5. Keep supervisor informed of all situations that occur on complexes with families and youth.

*A criminal background, drug screen, driving and credit check must be completed before hire. An official Housing Authority Application Form must be completed and a resume submitted. The Housing Authority complies with Section 504 of the Rehabilitation Act of 1973 by providing equal access to services, programs and activities for qualified individuals with disabilities. Reasonable accommodations will be provided to individuals with disabilities, with 24-hour advance request.*