

**JOB ANNOUNCEMENT**

Bill Wilson Center's mission is to support and strengthen the community by serving youth and families through counseling, housing, education, and advocacy. With an emphasis on youth development, Bill Wilson Center programs focus on building self-confidence and developing personal assets. For more information, visit us at [www.billwilsoncenter.org](http://www.billwilsoncenter.org).

**JOB TITLE:**

**RELIEF Residential Counselor - SpringTide**

**SUMMARY:**The Relief Residential Counselor is responsible for supporting young adults (18-24) in goal realization in-line with their Individualized Plan for success. This plan is their vision for life and their road map for advancement in the program. Championing, role modeling and teaching the qualities and skills of independence, self-sufficiency, resourcefulness and positive focus is a basic tenant of this position.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

* In conjunction with the young adult and treatment team, develop and implement an "Individualized Plan" to achieve short and long-term goals.
* Assist clients in learning independent living skills (transportation, cooking, money management, food management, school and work readiness),
* Assist clients honing soft skills (communication, conflict resolution, initiative, positive thinking and follow through).
* Assist clients with enrolling in school, finding work and affordable housing.
* Provide referral and linkage assistance to mental health, drug and alcohol services and future permanent placement opportunities.
* Attend agency and program meetings weekly and/or as needed.
* Must be able to communicate effectively, set boundaries, redirect and advocate for accountability to the program and ideals of good citizenship in the home and community.
* Must be a solid role model for self-sufficiency, initiative and positive living.
* Must avoid enabling (doing for individuals what they can do for themselves).
* Ability to facilitate life-skills groups a plus.
* Provide case management services to clients.
* Maintain client records according to standards dictated by program and agency.
* Able to get along with coworkers and management and deal effectively and professionally under pressure.
* Monitor client’s living conditions (residence) to ensure safety and/or cleanliness standards are being met.
* Other duties may be assigned.

**QUALIFICATIONS**:   
Bachelor's Degree from a four-year college or university plus two years related experience and/or training or equivalent combination of education and experience. Experience working with culturally diverse youth required. Previous experience providing residential care to youth is highly desired. Current CPR and First Aid Certification required (or complete within 30 days of hire). Driving is a requirement of the job (valid California driver's license with access to a personal vehicle that can be used for company business and current personal automobile insurance). Fingerprinting/background check as required by the Department of Justice and/or Title XXII regulations. TB test required.

**SALARY RANGE:**   
$12.50 per hour (on-call/as scheduled). No benefits.

**For consideration, please submit cover letter and resume to:**   
  
Bill Wilson Center

ATTN: Resumes  
3490 The Alameda  
Santa Clara, CA 95050  
Fax: (408) 246-5752  
Email: [resumes@billwilsoncenter.org](mailto:resumes@billwilsoncenter.org)

**EEO**  
Bill Wilson Center is an Equal Opportunity/Affirmative Action Employer.  
  
*This position description intends to describe the general nature and level of work being performed by people assigned to this job. It is not intended to include all duties and responsibilities. The order in which duties and responsibilities are listed is not significant. Because of a need to remain responsive to the needs of our clients and our Agency's operations, responsibilities may be modified at any time.*