

CLASS SPECIFICATION

Yuba County

January 2006

CLASS TITLE: Group Counselor Aide

FLSA STATUS: Non-exempt

JOB SUMMARY:

Under immediate supervision, assists Group Counselors in providing supervision, counseling, care and custody of juveniles at Bi-County Juvenile Hall and/or the Youth Guidance Center (secure detention facility), and performs other related work as assigned.

EXAMPLES OF DUTIES:

- Assists in supervision, observation, intake and orientation of juveniles
- Organizes and directs recreational activities
- Teaches game and work skills
- Observes and reports on group and individual behavior
- Supervises personal hygiene, care of clothing, toilet and table habits
- Enforces discipline and maintains security
- Assists in interventions in crisis or emergency situations
- Provides counseling and guidance to juveniles
- Participates in problem sharing conferences for staff development and professional growth
- Keeps records and prepares reports

Important:

- Assists with transporting juveniles; restraining juveniles
- Assists in cleaning living quarters, laundry and general housekeeping of facility
- Assists in setting up and cleaning dining facility
- Provides general maintenance of facility and grounds
- Uses standard office equipment

Knowledge of:

Behavior patterns of delinquent and non-delinquent juveniles
First aid practices
Physical and emotional needs of adolescents and developmental stages
Basic record keeping techniques and office practices

Ability to:

Learn to advise, encourage, instruct, and direct a group of juveniles
Maintain discipline in an institutional setting
Act promptly and effectively in emergency situations
Administer first aid care
Understand and carry out oral and written directions
Establish and maintain cooperative relationships with others
Write comprehensive reports

Physical Demands:

- Mobility to work in a detention facility;
- Ability to stand and/or work for extended periods of time
- Strength to restrain individuals;
- Vision to use standard office equipment and read printed materials including a computer screen for prolonged periods of time.
- Hearing and speech to communicate in person or over the telephone.

Working Conditions:

- Work shift-work including nights, holidays and weekends.
- Exposure to potentially dangerous individuals and situations.
- Meet State of California requirements for peace officer status, including: passing a detailed background investigation with a fingerprint check, having no felony convictions, passing a medical and psychological exam, being at least 18 years of age, being a US citizen or a permanent resident alien who is eligible for and has applied for citizenship.

License:

- Possession of a valid California Class C driver's license

Background: The minimum requirements are listed below:

Completion of one year of college (30 units) with major coursework in corrections, sociology, psychology, or related field or an equivalent combination of education, training, and/or experience.

This class specification lists the major duties and requirements of the job. Incumbent may be expected to perform job-related duties other than those contained in this document.

Dept Initials _____
Date _____

Personnel Initials _____
Date _____