

CLASSIFICATION SPECIFICATION



CLASSIFICATION: Group Counselor I/II
ALLOCATION: Probation
FLSA STATUS: Non-exempt
UNION AFFILIATION: YCEA

ESTABLISHED: Circa 1990
REVISED: January 2009

JOB SUMMARY:

Provides for the care, custody, supervision and control of juveniles in a secured juvenile detention facility which requires a restricted environment while legal action is pending; helps to ensure and sustain a safe and secure environment for juvenile detainees while housed in Juvenile Hall and/or the Youth Guidance Center; coordinates counseling and behavior modification activities associated with the operation of Juvenile Hall; may provide shift direction on a relief or as-needed basis; may supervise adults or juveniles on a work release, alternative sentencing program or truancy prevention program; and performs related work as assigned.

This classification is a flexibly staffed position in the protective services category in the Group Counselor series. Incumbents may advance to the higher level after gaining experience and demonstrating proficiency which meet the qualifications of the higher level class and successful completion of the Juvenile Counselor Core curriculum approved by the Standards of Training and Corrections.

Group Counselor I is the entry level class in this series. Initially under close supervision, incumbents perform basic intake, orientation, security and oversight of juveniles while learning principles and procedures of a juvenile detention facility; to supervise, control and guide juveniles while in detention; all related County policies; and intervention and counseling techniques. As experience is gained, there is greater independence of action within established guidelines. Assignments may also include supervising adults in a work release or alternative sentencing program.

Group Counselor II is the journey level class in this flexibly staffed series. Under general supervision, incumbents supervise, control, guide and counsel juveniles in detention including overseeing activities, meals and personal hygiene. Incumbents are assigned the more difficult, complex tasks and are fully competent to independently perform a variety of responsible work with juveniles during an assigned shift at Juvenile Hall and/or the Youth Guidance Center; may act as a lead person in the absence of a Supervising Group Counselor. Assignments may also include performing truancy prevention activities with minors classified in Welfare and Institutions Code 601 and 602

CLASS CHARACTERISTICS:

This classification requires shift work on a rotational basis, including evening, night, weekend and holiday shifts and reports directly to the Supervising Group Counselor, the Deputy Superintendent of Institutions or other management classification. This class is distinguished from Supervising Group Counselor in that the latter has shift supervision responsibility for the operation of Juvenile Hall, Youth Guidance Center and/or work release programs.

EXAMPLES OF DUTIES:

Essential:

Group Counselor I:

- Performs basic intake duties such as receiving, orientation, preparing and processing appropriate documents, recording and securing valuables, and providing juveniles basic information regarding their legal rights; releases minors as appropriate.
- Follows department rules and procedures to maintain a safe and secure facility; helps to provide a healthy, safe and functional, nurturing environment for the physical and emotional well being of juveniles.
- Monitors juveniles, activities and facility environment; observes and documents juvenile behavior; protects inmates from personal injury; follows safety protocols, and calls for assistance as required.
- Observes conduct and behavior of detainees and maintains and keeps order and discipline at all times; if necessary applies physical restraints or uses Oleoresin Capsicum spray (pepper spray).
- Responds to and manages mental and behavioral health issues, including assaultive behavior, anger management, physical abuse and verbal abuse that may be directed by a minor to him/herself, another minor, or towards employees.
- Supervises, directs monitors, oversees, instructs and advises juveniles on a range of issues pertaining to family, personal hygiene, education, daily living activities and other areas as needed.

- Responds to medical needs of juveniles; provides first aid for minor problems and assists with more serious health issues; delivers medication as prescribed and approved.
- Facilitates and monitors extracurricular activities of juveniles; acts as recreation leader, coach and referee for a variety of recreational activities; determines availability of activities for juveniles; controls and issues an assortment of athletic equipment; communicates and enforces game and safety rules, and good sportsmanship attitudes.
- Transports juveniles individually or in groups to and from locations outside the facility.
- Communicates or oversees communication with probation officers, attorneys, families and law enforcement and social service agencies regarding juvenile detainees.
- Monitors and enforces Juvenile Hall and/or the Youth Guidance Center or sentencing rules and regulations within established guidelines; participates in staff training activities; searches juveniles for contraband, weapons and other prohibited materials.
- Oversees adults or juveniles participating in work release and/or alternative sentencing programs and provides instruction in the proper use of tools and equipment and worksite safety; supervises them while performing building and grounds maintenance at various sites.
- Reviews medical orders and administers prescribed medications as directed.
- Maintains accurate records and files, including making timely entries into a Behavior Assessment Report Team (B.A.R.T.) log relative to behavioral observations and significant events of detained minors. Prepares reports related to the work performed, Performs routine clerical duties.

Group Counselor II (in addition to the above):

- Responds quickly and effectively to audio and visual clues from juvenile inmates; physically intervenes as needed to prevent harmful behavior and de-escalate unacceptable behavior.
- Provides basic counseling to juveniles and conducts or assists in conducting group sessions to provide self-help education and group supportive counseling.
- Under supervision, performs case management functions; develops and implements programs for each juvenile based on needs; discusses and develops goals for juveniles in education, family relationships, job skills and other critical areas; performs follow up action and revises plans as required.
- Depending upon assignment work with staff from local school districts; write citations on minors suspected of being truant and present school attendance information to School Attendance Review Board (SARB) on matters before the Board.

Important:

- Comply with all County equipment and safety policies and procedures, and California Occupational Safety and Health Administration (CalOSHA) rules and regulations.
- Restrains physically abusive and acting out juveniles.
- May drive a County motor vehicle in order to transport juveniles individually or in groups to locations outside the facility.
- Supervises cleaning of living quarters, laundering of clothes and ensures that all facilities are maintained in a clean and orderly condition.
- Provides minor maintenance of the Juvenile Hall facility and grounds.
- Depending upon assignment, attends School Attendance Review Board (SARB) hearings.

EMPLOYMENT STANDARDS:

Knowledge of:

Group Counselor I:

- Behavior patterns and basic counseling techniques for juveniles.
- Basic knowledge of the developmental needs and problems of minors.
- The operation of standard office equipment, including basic computer applications related to the work.
- Effective report writing.
- Basic first aid and CPR techniques.
- Routine grounds-keeping and building maintenance methods.
- Techniques for dealing with the public, in person and over the telephone.

Group Counselor II (in addition to the above):

- Principles of supervision, interviewing, crisis intervention, institution safety and security methods and techniques.
- Individual and group dynamics.
- Safety and security practices and procedures related to a detention facility.
- Applicable laws, regulations and rules.
- Legal terminology, forms, documents and procedures related to the juvenile criminal justice system.
- Principles and practices of effective supervision techniques used in juvenile detention and/or adult work release or alternative programs.
- Case management, court systems and law enforcement process relating to juveniles.
- Principles and practices of juvenile counseling and behavior modification.
- Community resources available for intervention with juvenile detainees and/or truant students.

Skill in:**Group Counselor I:**

- Maintaining the facility in a clean and orderly condition.
- Preparing accurate, clear and concise reports and other written materials.
- Entering information into a computer system with speed and accuracy.
- Learning to intervene in appropriate situations.
- Responding to emergency and crisis situations calmly and effectively.
- Applying restraint devices such as handcuffs, etc.
- Proper use and deployment of Oleoresin Capsicum (pepper spray).
- Overseeing the daily living activities of juvenile detainees.
- Monitoring and enforcing rules and safety regulations.
- Directing individuals assigned to adult work release or similar programs.

Group Counselor II (in addition to the above):

- Using initiative and independent judgment within established procedural guidelines.
- Organizing own work, setting priorities and meeting critical deadlines.
- Assessing and evaluating the needs and risks associated with juvenile detainees and/or truant students.

Ability to:**Group Counselor I:**

- Work any scheduled shift as assigned.
- Give full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate and not interrupting at inappropriate times.
- Read, understand, interpret, follow, apply and communicate departmental policies, procedures, rules and regulations.
- Provide appropriate first aid.
- Interact effectively and maintain relationships with clients, the general public and representatives of other agencies in a variety of situations which may be emotional, dangerous and/or difficult; work in a typical detention or public safety setting.
- Learn the principles and practices of Juvenile Probation work.
- Learn and apply State Laws, County Ordinances and other rules affecting juvenile probation and detention.
- Understand and gain the cooperation of minors.
- Maintain security measures in supervision of juveniles in custody, at work project sites or in the process of transportation.

Group Counselor II (in addition to the above):

- Enforce departmental rules, policies and procedures.
- Exercise good judgment and make sound decisions in a variety of conditions.
- Learn principles of effective supervision.
- Coordinate the activities of minors and/or adults; plan and organize a work project schedule
- Act as a lead in the absence of a supervisor.

Physical Demands: The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential function of the job, with or without accommodation. Prospective employees must complete a pre-employment medical exam (Occupational Group V) which will measure the ability to:

- See well enough to read fine print and view a computer screen; speak and hear well enough to understand, respond, and communicate clearly in person and on the telephone; independent body mobility sufficient to stand, sit, walk, stoop and bend to access the work environment and a standard office environment; manual dexterity and sufficient use of hands, arms and shoulders to repetitively operate a keyboard and to write; and the ability to sit, stand or walk for prolonged periods of time.
- On an intermittent basis, work with physical skill and/or strength sufficient to handle emergency situations such as medical emergencies (carry, lift and/or drag heavy objects/equipment or injured or unconscious juvenile); defend oneself, and pursue, disarm, subdue and/or restrain juveniles which may include chasing fleeing subjects, running, climbing, jumping, crouching or crawling.
- Occasionally lift, carry, push, pull or otherwise move objects weighing up to 50 pounds and with or without assistance 100 pounds or more.
- Mobility to drive a motor vehicle in order to transport juveniles individually or in groups to locations outside the facility.
- Physical and psychological characteristics to meet and maintain appropriate State standards.

Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

Work Environment:

- Working conditions are typical juvenile detention facility settings or public safety setting; involves the potential for high stress levels and exposure to loud noises and hostile situations.
- Must work with a highly manipulative and psychologically challenging client population; must be able to maintain professional composure and effectiveness.
- Exposure to blood/air borne pathogens.
- Depending on assignment, tasks require occasional exposure to adverse weather conditions (extreme heat/cold, wet conditions).
- Work rotational shifts including evening, night, weekend and holiday shifts.

QUALIFICATIONS:

The minimum and preferred requirements are listed below. While the following requirements outline the minimum qualifications the County reserves the right to select applicants for further consideration who demonstrate the best qualifications match for the job. Meeting the minimum qualifications does not guarantee further participation in selection procedures:

Licenses and Certification:

- Possess and maintain a valid California Class C driver's license.
- Possess or obtain a valid First Aid and CPR Certifications within one (1) year of appointment to classification and maintain annually thereafter.
- Possess or obtain California 832 PC certification for limited peace officer status within one (1) year of appointment to classification.
- Complete California State Department of Corrections and Rehabilitation, Standards and Training for Corrections (STC) Juvenile Counselor Core Course Certificate within one (1) year of appointment to classification. Must successfully complete additional required certified instruction, annually thereafter.

Special Requirements:

- Must meet the 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.
- Meet and maintain appropriate state standards concerning physical and psychological characteristics.

Education and Experience:

GROUP COUNSELOR I:

MINIMUM: Equivalent to completion of two years of college (60 semester units/Associates Degree) from an accredited college/university with major course work in psychology, administration of justice/criminology, sociology, social work, general studies, or a related field.

PREFERRED: In addition to the minimum, Bachelor's degree in Psychology, Administration of Justice/Criminology, Sociology, Social Work or a related field and one (1) year experience working with juveniles in a Title 15 detention facility.

GROUP COUNSELOR II:

MINIMUM: Equivalent to completion of two years of college (60 semester units/Associates Degree) from an accredited college/university with major course work in psychology, administration of justice/criminology, sociology, social work, general studies, or a related field and at least one (1) year experience in counseling and overseeing juveniles in a Title 15 detention facility at a level equivalent to the County's class of Group Counselor I and successful completion of Juvenile Counselor Core curriculum approved by Standards of Training and Corrections.

PREFERRED: In addition to the minimum, Bachelor's degree in Psychology, Administration of Justice/Criminology, Sociology, Social Work or a related field and up to three (3) years experience in counseling and overseeing juveniles in a Title 15 detention facility at a level equivalent to the County's class of Group Counselor I and successful completion of Juvenile Counselor Core curriculum approved by Standards of Training and Corrections.

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 Approval: Department Head
Date:

Signature: _____

Personnel Approval: Analyst
Date:

Signature: _____