

JUVENILE HALL COUNSELOR, SUPERVISING

DEFINITION

To participate in the general operations of Juvenile Hall. To plan, organize and direct the work of staff engaged in counseling and program activities at the Glenn County Juvenile Hall, assisting the Juvenile Hall Manager and Chief Probation Officer/Superintendent, and supervising the conduct, behavior and activities of juveniles in custody.

DISTINGUISHING CHARACTERISTICS

This classification of Supervising Juvenile Hall Counselor is directly responsible for assisting the Juvenile Hall Manager in the operation of the Juvenile Hall. Incumbents plan, assign and direct the work of Juvenile Hall Counselor I/II and support staff in accomplishing program activities and objectives. This is the supervisor classification for the Counselor series; some rotating shift work, including weekends and holidays is required, incumbents supervise staff on an assigned shift and exercise independent judgment for managing the treatment of juvenile wards, according to ethical and legal standards; reports to the Juvenile Hall Manager.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from higher-level management staff; exercises direct supervision over Juvenile Hall Counselors, support staff, and youth.

EXAMPLES OF DUTIES -- Duties may include, but are not limited to, the following:

Plans, assigns and directs through Juvenile Hall Counselors and support staff duties as needed: coordinates uniform application of laws and regulations related to criminal and juvenile justice and treatment.

Interprets state and local regulations, and may develop written procedures and forms to implement changes.

Implements and supports Juvenile Hall and Departmental policies and philosophies.

Establishes and maintains proper relationships and communication with all supervisor and line staff personnel. Serves as liaison between Juvenile Hall Counselors, psychologists, school personnel, medical, and service staff.

Trains Juvenile Hall Counselors in institutional procedures, supervision and techniques of basic counseling, leading group meetings and directing recreation activity.

Supervising Juvenile Hall Counselor
Rev.- 03/12/06
Rev.- 02/11/07
Rev.- 07/01/07
Rev.- 01/13/08
Rev.- 07/13/08

M.O. #6-3/21/06
M.O. #22-2/6/07
M.O. #22-2/6/07
M.O. #22-2/6/07
M.O. #22-2/6/07

Evaluates his/her staff periodically via informal written evaluations. Meets with each assigned staff member monthly to review his or her work performance. Keeps an informal written record of each employee's work on file for screening and evaluation purposes.

Plans and coordinates and supervises work of assigned staff. Assigns duties such as shifts, and delegates responsibilities to staff (i.e. household ordering, recreation supply ordering, maintenance requests, laundry, medication, programs, etc.)

Plans and implements programming, meeting the purposes of the institution and the specific needs of the confined minors.

Reviews logs, Special Incident Reports, and written entries in minors' records; reviews periodic summaries of minors' behaviors; prepares written observations, comments and evaluations for case records when required.

Reviews caseload assignments and supervises Juvenile Hall Counselors with their caseload responsibilities.

Reviews history of minors to anticipate problems and special handling requirements; advises staff on methods of handling minors with behavioral problems; personally performs intensive individual counseling with more difficult cases; deals with critical incidents or emergency situations arising on shift; reviews all corrective actions and written reports of such actions.

Schedules vacation and compensatory time for staff. Approves all compensatory time worked. Reviews time cards for all assigned staff, verifying the time worked.

Organizes and provides direction during general staff meetings.

Is designated as a regular duty officer in charge of the institution in the absence of administrative personnel. As such, is responsible for the security of the Juvenile Hall, takes immediate action in emergency situations and notifies the appropriate superior, and makes temporary reassignment of personnel as needed.

To enforce Juvenile Hall and Departmental rules and policies. To correct and advise Juvenile Hall Counselors in any area necessary. Inform the proper supervisor of any judgmental or corrective action taken.

Familiarize him/herself with and be cognizant of all operations within the Juvenile Hall.

May be designated as Acting Juvenile Hall Manager as assigned by Juvenile Hall Manager or Chief Probation Officer/Superintendent.

Participates in preparation of budget requests. Controls expenditures in areas of assigned responsibility.

Performs related duties as assigned.

QUALIFICATIONS:

Knowledge of:

Pertinent federal, state and county laws, codes and regulations.

Principles and practices of public administration.

Principles of juvenile social rehabilitation.

Principles and practices of individual and group counseling within a custodial setting.

Interviewing and investigative techniques and procedures.

Organizational and management practices as applied to the analysis and evaluation of programs, policies and operational needs.

Principles of employee relations.

Principles of supervision, training and performance evaluation.

Modern office practices and technology, including the use of computers for data and word processing.

Ability to:

Plan, assign and direct the work of a group of subordinate staff engaged in a variety of juvenile counseling needs.

Interpret and apply complex regulations, laws and directives pertaining to Juvenile Hall and Departmental rules and policies.

Evaluate operations and recommend new or revised procedures to implement changes in regulations and improve efficiency.

Analyze problems and implement recommendations in support of goals.

Supervise, train and evaluate the work of staff.

Establish and maintain cooperative working relationships with those contacted during the course of work.

Communicate clearly and concisely, both orally and in writing.

Maintain accurate records and prepare required reports in a clear, concise manner.

EXPERIENCE AND TRAINING GUIDELINES:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Two years of increasingly responsible experience as a Juvenile Hall Counselor II.

Education:

High school diploma or GED equivalent.

Training:

Must have successfully completed the Juvenile Corrections Officer Core course as certified by the Board of State and Community Corrections (BSCC), 832 PC Training Certificate, and thereafter successfully complete 40 hours of annual training designated as continuing education as certified by the BSCC.

SPECIAL REQUIREMENTS:

Must be a citizen of the United States or a permanent resident alien who is eligible for and has applied for U.S. citizenship.

Must be 21 years of age at date of hire.

Must be of good moral character as determined by a thorough examination of background, including fingerprint check.

Must pass a physical and psychological examination and be free of any physical, emotional or mental condition which might adversely affect the performance of peace officer duties in a juvenile hall.

Must have sufficient strength and dexterity to physically restrain hostile juveniles.

Must be willing to work day shift, swing shift, graveyard shift, weekends and holidays as assigned.

LICENSE OR CERTIFICATE:

Possession of, or ability to obtain, a valid California driver's license.

Possession of, or ability to obtain, Basic First Aid and CPR certifications.

PHYSICAL REQUIREMENTS:

Sufficient strength and dexterity to physically restrain hostile juveniles.

DESIRABLE QUALIFICATIONS:

Bilingual skills in Spanish, Hmong or Laotian are highly desirable.

PHYSICAL ABILITY:

Conduct cell searches; respond throughout the facility, Work Program site or transportation to emergencies which may include physical intervention, control of a crisis situation, physically separating combatants, or administering medical assistance. Ability to run in case of an emergency, walk all day, stand for long periods of time; sit for moderate amounts of time; hear alarms, phones, or low sounds; identify sounds in emergency situations; remove materials from cells, conduct searches; reach above shoulders; apply and remove handcuffs; bend, stoop, squat, and kneel; lift 50 to 100 pounds; remove an unconscious body from a dangerous situation. Ability to use arms, fingers, and hands; communicate verbally, have good vision, and hear well. On a rare occasion, incumbents must be able to lift up to 200 pounds, often combined with bending, twisting or working irregular surfaces.

ENVIRONMENTAL FACTORS:

Incumbents will perform work inside a locked facility and outside in the Work Program/Transportation Division, which will include exposure to the heat, cold, and dust; working closely with others or alone in some instances; walking on irregular surfaces and working irregular hours. Considerable use of eyes and speech is required, with ability to see objects up close and far away, and hear well. Incumbents may also be assigned tasks which require the physical ability to move freely in confined spaces; scale obstacles, squat, bend, stoop to search over, under, and around objects; traverse stairs or uneven surfaces, as well as be able to physically arrest and control juveniles. There is considerable exposure to toxic chemicals, which include bleach and floor cleaners, grease and oils. May require working with light machinery and equipment. Incumbents may expect to use vacuum cleaners, floor buffer machine, washer and dryer, sanitizer, typewriter, computer, handcuffs, and drive a passenger van on an occasional basis.

Classification Code:	5264000
Bargaining Unit:	12
FLSA Status:	Y
Workers' Compensation Code:	8810
Pay Table:	CNTY
Range:	322