



TITLE: JUVENILE DETENTION ~~FACILITY OFFICER COUNSELOR I~~ FLSA: Non-Exempt

BOARD APPROVED: February 1, 2022

BARGAINING UNIT: POA

DEFINITION

Under the immediate supervision of the Supervising Senior Juvenile Juvenile Detention ~~Facility Officer Counselor~~, learns to provide proper counseling, treatment, recreation and daily living activities for juveniles detained in the Juvenile Detention Facility; performs various tasks to help ensure the safety and welfare of juveniles, staff members and the general public. Performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives close supervision from the Supervising Senior Juvenile Juvenile Detention ~~Facility Officer Counselor~~ on assigned shift. This position may also report to the Juvenile Detention Facility Superintendent Deputy Chief Probation Officer and/or the Chief Probation Officer. This position has no supervisory responsibilities.

CLASS CHARACTERISTICS

This is the entry level in the Juvenile Detention ~~Facility Officer Counselor~~ series. Incumbents learn to maintain security and safety for wards and staff of the facility. Incumbents are usually promoted to Juvenile Detention ~~Facility Officer Counselor~~ II upon successful completion of one year at the entry level.

EXAMPLES OF ESSENTIAL FUNCTIONS (ILLUSTRATIVE ONLY)

Management reserves the right to add, modify, change or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Monitors and enforces security procedures and department policies and rules.
- Directs and supervises juveniles' daily activities, including dining, recreational, personal hygiene and housekeeping activities.
- Provides for juveniles' needs, including linens and supplies.
- Applies disciplinary measures for juveniles as appropriate.
- Counsels juveniles and their family members.
- Develops treatment plans detailing behavioral goals using behavior modification techniques.
- Assists with group counseling as required.
- Coordinates shift tasks with other counselors, provides support, guidance and back-up to co-workers as necessary.
- Performs typical peace officer duties, including investigative and arrest duties.
- Provides emergency medical care and crisis counseling to juveniles.

- Restrains physically abusive and dangerous juveniles as required.
- Prepares case reports, records, shift reports and other documents related to daily activities.
- Transports juveniles to and from the Juvenile Detention Facility, courts, hospital emergency room, and other locations as necessary.
- Inspects juveniles' rooms to ensure compliance with all facility policies and procedures concerning possessions, cleanliness, etc.; searches juveniles for contraband.
- Participates in the maintenance of the building, grounds and department equipment performs laundry and food preparation duties as necessary.
- Coordinates and/or participates in special programs and projects as assigned.
- Attends meetings and training seminars to enhance job knowledge and skills and to maintain certifications.
- Performs various office duties as necessary, including preparing reports and correspondence, compiling data for reports, copying and filing documents, entering data/retrieving data from computer, answering the telephone, etc.
- Performs related work as required.

QUALIFICATIONS

Knowledge of:

- Counseling techniques
- Methods and techniques of behavior control
- Behavior modification principles and techniques
- Available community resources
- Housekeeping and food preparation methods and techniques
- Applicable Federal, State, County, Department, and Division laws, regulations, policies and procedures
- Record keeping principles and procedures
- Computer applications related to the work
- Techniques for dealing effectively with and providing a high level of customer service to all individuals contacted in the course of work

Ability to:

- Supervise juveniles in an institutional setting
- Deal effectively with emergency situations
- Learn and apply approved methods of restraint as appropriate
- Learn and apply federal, state and local laws and ordinances applicable to juvenile detention
- Read and interpret materials pertaining to the responsibilities of the job
- Assemble and analyze information and prepare written reports and records in a clear, concise manner
- Use computers for data and word processing
- Enter and retrieve data from a computer with sufficient speed and accuracy to perform assigned work
- Work independently and as a team member
- Use English effectively to communicate in person, over the telephone and in writing
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner organize own work, set priorities and meet critical time deadlines
- Operate modern office equipment including computer equipment and specialized software applications programs

- Use tact, initiative, prudence and independent judgment within general policy, procedural and legal guidelines
- Make accurate arithmetic, financial and statistical computations
- Maintain significant flexibility in daily operations and decision making
- Maintain high personal standards of ethics and integrity
- Make sound, educated decisions
- Establish and maintain effective working relationships with those contacted on the job, including those of different social, ethnic and economic backgrounds

Education & Experience:

Any combination of training and experience which would provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the required qualifications would be:

- Equivalent to the completion of twelfth (12th) grade and graduation from an accredited college or university with an Associate's Degree in Psychology, Counseling, Social Services or a closely related field is desirable. Two years of related work experience may be substituted for one year of the required education.
- Prior experience supervising juveniles in a controlled setting is desirable.
- Other combinations of education and experience may be considered.

License & Special Requirements:

- Requires a valid California driver's license
- Within one (1) year after appointment to this classification, must successfully complete required instruction in the Juvenile Corrections Officer CORE course as certified by the California State Board of Corrections under the Standards and Training for Corrections program;
- Must complete and maintain Penal Code 832 qualifications.
- Must possess current certification in CPR and first aid.

PHYSICAL DEMANDS

Requires the ability to exert significant physical effort, which may include making arrests, subduing resisting individuals, chasing fleeing subjects, running, crouching or crawling during emergency operations; requires significant dexterity in the use of fingers, limbs and body; requires the ability to perform semi-skilled repetitive movements such as data entry. Requires the ability to maintain effective audio-visual discrimination and perception required for making observations and communicating with others. Incumbent must maintain professional composure and effectiveness at all times. Employees must possess the ability to lift, carry, push, and pull materials and objects, more than 100 pounds occasionally and frequently 50 pounds or more, as necessary to perform job functions.

WORKING CONDITIONS

Various office, field and County facility settings; involves the potential for high stress levels and exposure to hostile situations. Tasks require occasional exposure to adverse weather conditions (extreme heat/cold, wet conditions), blood borne pathogens, and irregular working hours.

**EQUAL OPPORTUNITY EMPLOYER / AMERICANS WITH DISABILITIES ACT
COMPLIANT / VETERANS' PREFERENCE POLICY / DRUG-FREE WORKPLACE**

(09/09/08, 08/01/16)