



TITLE: SUPERVISING JUVENILE DETENTION ~~FACILITY OFFICER~~COUNSELOR

FLSA: Non-Exempt

BOARD APPROVED: February 15, 2022 ~~FLSA: Non-Exempt~~

BARGAINING

UNIT: POA

DEFINITION

Under the direction of the ~~Juvenile Detention Superintendent~~Deputy Chief Probation Officer, coordinates, supervises, evaluates and/or participates in the treatment and custodial care of juveniles detained in Juvenile Detention Facility. Performs related supervisory program, and professional work assignments as required.

SUPERVISION RECEIVED AND EXERCISED

Provides direct supervision to Juvenile Detention ~~Officers~~Counselors I and II and all extra-help personnel on assigned shift. Receives general supervision from ~~Juvenile Detention Superintendent~~Deputy Chief Probation Officer. This position may also report to the ~~Deputy~~ Chief Probation Officer.

CLASS CHARACTERISTICS

This is the supervising position in the Juvenile Detention ~~Facility Officer-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.

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.

- Supervises and evaluates the work and performance of Juvenile Detention ~~Officers~~Counselors I and II and extra-help employees; reviews work to ensure compliance with applicable policies, procedures and local, state and federal laws and regulations.
- Performs typical peace officer duties, including investigative and arrest duties.
- Monitors and enforces security procedures and departmental policies and rules.
- Determines appropriateness of admittance or release of juveniles, and completes necessary related paperwork.
- Directs and supervises juveniles' daily physical education activities; conducts and participates in special programs and projects as assigned.

- Provides for juveniles' needs, including delivery of prescribed medications, linens and supplies.
- Counsels juveniles and their family members; develops treatment plans for juveniles as ordered by court; implements and maintains extensive behavior modification programs for juveniles and applies modified principles to entire Juvenile Detention Facility population; provides group counseling as required.
- Determines and/or applies disciplinary measures for juveniles; recommends to Juvenile Detention Superintendent ~~Deputy Chief Probation Officer~~ disciplinary measures for subordinate staff as appropriate.
- Serves as a member of the diagnostic team, participating in the diagnosis of juveniles remanded to Juvenile Detention Facility.
- Initiates alert status for juveniles at medical or suicidal risk; provides emergency medical care and crisis counseling to juveniles; restrains physically abusive and dangerous juveniles as required.
- Provides staff training as required; assists in developing and implementing departmental policies and procedures.
- Prepares and/or reviews case reports, records, shift reports and other documents related to daily activities.
- Implementing programs which may include but are not limited to: overseeing case management programs and programming services for realignment implementation, creating and managing individualized case plans for youth, acting as a liaison while creating partnerships between the detention facility, contracting counties, and other service providers, facilitating and coordinating monthly in-person meetings.
- Participates, as required, in the selection process during recruitment of new employees for Juvenile Detention Facility.
- Performs duties of Juvenile Detention Superintendent ~~Deputy Chief Probation Officer~~ in his/her absence as directed.
- Transports juveniles to and from Juvenile Detention Facility, courts, and other locations as necessary.
- Inspects juveniles' rooms to ensure compliance with all facility policies and procedures concerning possessions, cleanliness, etc.
- Participates in the maintenance of the building, grounds and departmental equipment; performs laundry and food preparation duties as necessary.
- Attends meetings, conferences 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, ordering and maintaining inventory of supplies, etc.
- Performs related work as required.

QUALIFICATIONS

Knowledge of:

- The operations, methods and procedures of a County detention center;
- Counseling techniques;
- Methods and techniques of behavior control;
- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, discipline, and the training of staff in work procedures;
- 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;
- Modern office practices, methods and computer equipment;
- Record keeping principles and procedures;
- Computer applications related to the work;
- English usage, grammar, spelling, vocabulary, and punctuation;
- 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, train, plan, organize, schedule, assign, review, and evaluate the work of staff;
- React calmly and professionally in emergency, stressful, and/or emotional situations;
- 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.
- Supervise and evaluate the work of subordinate personnel;
- Supervise juveniles in an institutional setting;
- Deal effectively with emergency situations;
- Apply approved methods of restraint as appropriate;
- Make sound, educated decisions;
- Read and interpret complex materials pertaining to the responsibilities of the job;
- Communicate effectively in written and oral form;
- Assemble and analyze information and prepare written reports and records in a clear, concise manner;
- Maintain high personal standards of ethics and integrity;
- Maintain significant flexibility in daily operations and decision making;
- 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. 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.
- Requires two (2) years of experience as a Juvenile Detention ~~Facility Officer~~Counselor. One (1) year of supervisory experience is desirable.
- Other combinations of education and experience may be considered.

License & Special Requirements:

- Requires a valid California driver's license.
- Must successfully complete, within one (1) year of appointment to this classification, a minimum of 80-hours of instruction in the Supervisory Core Course as certified by the California State Board of Corrections under the Standards and Training for Corrections program.
- Must maintain Penal Code 832 qualifications.
- Must possess current certification or recertification 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**

(08/01/16, 02/01/22)