



# GLENN COUNTY

An Affirmative Action – Equal Opportunity Employer  
We Encourage Minorities, Women and Disabled Individuals to Apply

HAS A JOB OPPORTUNITY FOR

## JUVENILE HALL COUNSELOR I / II

**SALARY RANGE:** \$14.33 – \$17.42 Per Hour ☞ Juvenile Hall Counselor I  
\$15.11 – \$18.36 Per Hour ☞ Juvenile Hall Counselor II

**FINAL FILING DATE:** An official Glenn County Application must be received in the Glenn County Personnel Department by **12:00 p.m., Noon, Monday, November 28, 2011.**

*Qualified applicants will be notified by mail of written exam.*

### THE POSITION

Glenn County is recruiting individuals to fill one regular full-time vacancy for Juvenile Hall Counselor I/II position. The individual selected for this position will supervise the safety, treatment, recreation and daily living activities of juveniles detained in the Glenn County Jane Hahn Juvenile Hall in Willows. Monitor and enforce rules for the safety/security of juveniles and staff, and to provide counseling sessions to minors on a variety of subjects. The Juvenile Hall operates 24 hours a day, seven days a week. Incumbents may be required to work days, nights and weekends as needed. This position is scheduled for forty (40) hours per week. This recruitment *may* be used to establish a list to fill future vacancies for the next 12 months.

### DUTIES

**I/II** Perform booking/admittance procedures, including but not limited to conducting body searches for contraband, acquiring and recording personal information, classify minors being booked, secure personal property, screen for needed medical attention, fingerprint/photograph juveniles, etc. Explain rules and regulations of Juvenile Hall to new wards and conduct orientation, provide information on legal rights, distribute written information as appropriate. Monitor security and enforce rules of Juvenile Hall. Restrain physically abusive juveniles as necessary. Hold group counseling sessions with juveniles on issues of drugs, alcohol, anger management, life skills, etc. Counsel individuals on poor behavior, decision-making, and showing respect for others. Refer juveniles in crisis to appropriate specialists. Supervise daily living activities, including showering, meals, laundry, phone calls, cleaning assignments, recreation, etc. Assist with food preparation and service. Administer medications as directed. Transport minors to appointments and placements as needed. Process required paperwork for juveniles' admittance, care and release, maintain statistical records and prepare progress reports for probation officers. Deal with life and death situations, as necessary. Perform related duties as required. **II** Provide lead instruction/direction to subordinate counselors as assigned.

### QUALIFICATIONS

**Knowledge of:** Physical and psychological development patterns of children and adolescents. Factors contributing to delinquent behavior and attitudes of juveniles and adults. Techniques for supervising and directing work and leisure time activities. Practices and procedures used in the detention, custody and care of juveniles. Principles and practices of individual and group counseling within a custodial setting. General health care and housekeeping methods. First Aid/CPR practices. Local cultural groups. Basic interviewing and investigative techniques and procedures. Basic letter writing and report preparation. Modern office practices and technology, including the use of computers for word processing and records management.

**Ability to:** Learn and apply pertinent laws, policies, rules and regulations. Learn and apply approved practices and procedures used in detention, custody and care of detainees. Learn and apply departmental or divisional policies and procedures. Maintain security and behavior control with juveniles. Provide effective individual and group counseling of juveniles. Establish and maintain cooperative working relationships with those contacted during the course of work. Communicate clearly and concisely, both orally and in writing. Maintain records and prepare required reports. Provide leadership/direction to co-workers, as applicable.

### TRAINING AND/OR EXPERIENCE

**Juvenile Hall Counselor I - Experience:** Some experience working with adults and/or juveniles in an institutional setting, or working as a group leader planning and organizing recreational activities for juveniles and/or adults, or providing general counseling to juveniles and/or adults. **Training:** High school diploma or GED equivalent supplemented by 30 semester hours of college-level course work in administration of justice, psychology, counseling or related field. Must be able to successfully complete 134 hours of instruction in the Juvenile Corrections Officer Core Course as certified by the Corrections Standards Authority, and thereafter successfully complete 24 hours of annual training designated as continuing education as certified by the CSA.

**Juvenile Hall Counselor II - In addition to the training and/or experience for Juvenile Hall Counselor I: Experience:** One year of experience as a Juvenile Hall Counselor I in Glenn County, or equivalent experience working with adults and/or juveniles in an institutional setting, or 18 months' experience working as a group leader planning and organizing recreational activities for juveniles and/or adults, or 18 months' experience providing general counseling to juveniles and/or adults. **Training:** Must have successfully completed 134 hours of instruction in the Juvenile Corrections Officer Core Course as certified by the Corrections Standards Authority, and thereafter successfully complete 24 hours of annual training designated as continuing education as certified by the CSA.

**LICENSE OR CERTIFICATE (FOR BOTH):** Possession of, or ability to obtain, a valid California Driver's license. Possession of or ability to obtain, Basic First Aid and CPR certifications.

- CONTINUED -

Personnel Department, County of Glenn, 525 W. Sycamore St., Suite A1, Willows, CA 95988-2739 (530) 934-6451

"TDD - - No Voice (530) 934-6444" FAX (530) 934-6452 or 934-6457

Website [www.countyofglenn.net](http://www.countyofglenn.net)

PHYSICAL REQUIREMENTS (FOR BOTH): Sufficient strength and dexterity to physically restrain hostile juveniles.

DESIRABLE QUALIFICATIONS (FOR BOTH): Bilingual skills in Spanish, Hmong or Laotian are highly desirable.

#### SPECIAL REQUIREMENTS

**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 have no felony convictions unless fully pardoned. 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 be willing to work nights, weekends, and holidays as assigned. **Must be able to** successfully complete 134 hours of instruction in the Juvenile Corrections Officer Core course as certified by the Corrections Standards Authority, and thereafter successfully complete 24 hours of annual training designated as continuing education as certified by the CSA.

**SELECTION PROCESS:** The selection process will consist of an application ranking, written exam, oral examination, fingerprinting, background investigation and psychiatric evaluation. The most qualified applicants will be invited to participate in an interview wherein their qualifications for this position will be reviewed in more detail. If you are selected for an interview, you will automatically be contacted. Applicants are encouraged to submit a resume detailing their training and experience with the official application form.

Eligible Lists are used for Full-Time (40 hrs/wk with benefits), Part-Time (20-39 hrs/wk with benefits), and Public Service Employee – Temporary (no benefits).

**IMPORTANT:** If you need accommodation in the examination/interview process, please contact the Personnel Department at least five (5) working days before a scheduled examination/interview. **If you would like to be notified of your standing after the close of the recruitment, please include a self-addressed, stamped envelope.**

Application forms may be obtained from and are to be returned to:

#### GLENN COUNTY PERSONNEL DEPARTMENT

525 W. SYCAMORE STREET, SUITE A1

WILLOWS CA 95988

TELEPHONE (530) 934-6451

FAX (530) 934-6452 or 934-6457

TDD--No Voice (530) 934-6444

Website [www.countyofglenn.net](http://www.countyofglenn.net)

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#### EMPLOYMENT INFORMATION

**AN EQUAL OPPORTUNITY EMPLOYER:** All applicants receive consideration for employment without regard to age, ancestry, color, marital status, national origin, political affiliation, race, religion, sex or other non-merit factors (except as limited by law, or bonafide occupational qualifications). The County has a policy prohibiting discrimination against qualified handicapped individuals.

**APPLICATIONS:** *Application forms must be filled out completely* and clearly show that minimum qualifications are met. All statements made on the application are subject to investigation and verification. A separate application must be filed for each position.

***It is the responsibility of the applicant to ensure applications are received at the Glenn County Personnel Office by 12:00 p.m., Noon, Monday, November 28, 2011.***

**RESIDENCE REQUIREMENTS:** There is no residence requirement except certain positions may require the employee to reside within a reasonable commuting distance.

**TRAVEL AND RELATED EXPENSES:** Glenn County does not reimburse applicants for any travel or related expenses incurred in connection with applying for employment.

**MEDICAL EXAMINATION:** Applicants may be required to pass a medical examination as a condition of employment or promotion. Medical exams may include a fitness exam and a drug & alcohol screen.

#### SUMMARY OF EMPLOYEE BENEFITS

Benefits are subject to negotiations with employee organizations and may vary with individual bargaining units.

**CREDIT UNION:** Low interest loans and systematic savings through payroll deduction.

**DEFERRED COMPENSATION:** A tax deferred long-term savings plan is available to all employees.

**DIRECT DEPOSIT:** The County pays its employees Bi-Weekly through Direct Deposit to any financial institution that is a member of the Federal Reserve Automated Clearing House.

**HOLIDAYS:** 12 paid holidays per year.

**HEALTH, DENTAL AND LIFE INSURANCE:** The County makes available to employees and their dependents a health and dental program. The County pays the premium for a group term life insurance policy, and also a short-term disability insurance policy.

**SICK LEAVE:** 12 days per year; unlimited maximum accrual.

**RETIREMENT:** Regular full-time and part-time employees participate in the Public Employee's Retirement System and Social Security.

**VACATION:** 0 – 2 full years, 10 days; 3 – 12 full years, 15 days; 13 – 19 full years, 20 days; 20 or more full years, 25 days.

**THE ABOVE INFORMATION IS GENERAL IN NATURE AND DOES NOT CONSTITUTE AN EXPRESSED OR IMPLIED CONTRACT.**