

JUVENILE HALL COUNSELOR I / II

DEFINITION

To supervise the safety, treatment, recreation and daily living activities of juveniles detained in the Jane Hahn Juvenile Hall; to monitor and enforce rules for the safety/security of juveniles and staff, and to provide counseling sessions to youth on a variety of subjects.

DISTINGUISHING CHARACTERISTICS

Juvenile Hall Counselor I: This is the entry level class in the Juvenile Hall counselor series. Incumbents work closely with Juvenile Hall Counselor IIs on an assigned shift until fully trained.

Juvenile Hall Counselor II: This is the journey level classification in the series. Incumbents are fully trained in the operating procedures and policies of the Hall and provide lead instruction / direction to Juvenile Hall Counselor I employees. Juvenile Hall Counselor I/II is flexibly staffed, and positions at the II level are normally filled by advancement from the entry level.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Juvenile Hall Manager: Supervising Juvenile Hall Counselors. Juvenile Hall Counselor II's may provide lead instruction / direction to Juvenile Hall Counselor I employees.

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

Performs booking / admittance procedures, including but not limited to conducting body searches for contraband, acquiring and recording personal information, classifying youth being booked, securing personal property, screening for needed medical attention, fingerprinting/photographing juveniles, etc.

Explains rules and regulations of Juvenile Hall to new wards and conducts orientation; provides information on legal rights; distributes written information as appropriate.

Monitors security and enforces rules of Juvenile Hall.

Restrains physically abusive juveniles as necessary.

Holds groups counseling sessions with juveniles on issues of drugs, alcohol, anger management, life skills, etc. Counsels individuals on poor behavior, decision making, and showing respect for others.

Juvenile Hall Counselor I/II
Rev.- 09/29/02
Rev.- 08/01/06
Rev.-11/05/06
Rev.-07/01/07
Rev.-07/13/08
Rev.-02/16/10
Rev. 07/01/11

Res. #2002- 85
Res. #2006- 60
M.O. #24.b.1-11/07/06
M.O. #24.b. - 11/07/06
M.O. #24.b. - 11/07/06
Res. #2010-10
M.O. #25 - 10/20/09

Refers juveniles in crisis to appropriate specialists.

Supervises daily living activities, including showering, meals, laundry, phone calls, cleaning assignments, recreation, etc.

Assists with food preparation and service.

Deliver medications as directed.

Transports youth to appointments and placements as needed.

Processes required paperwork for juveniles' admittance, care and release; maintains statistical records and prepares progress reports for probation officers.

Deals with life and death situations, as necessary.

Performs related duties as required.

Juvenile Hall Counselor II:

Provides lead instruction / direction to subordinate counselors as assigned.

QUALIFICATIONS:

Knowledge of:

Physical and psychological development patterns of children and adolescents.

Factors contributing to delinquent behaviors 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.

Basics of 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.

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:

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.

30 semester hours of college-level course work in administration of justice, psychology, counseling or related field is desired.

Must be able to successfully complete Juvenile Corrections Officer Core course as certified by the Board of State and Community Corrections, and thereafter successfully complete 24 hours of annual training designated as continuing education as certified by the BSCC.

Juvenile Hall Counselor II:

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:

High school diploma or GED equivalent.

30 semester hours of college-level course work in administration of justice, psychology, counseling or related field is desired.

Must have successfully completed the Juvenile Corrections Officer Core course as certified by the Board of State and Community Corrections, and thereafter successfully complete 24 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 (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.

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.

Juvenile Hall Counselor	I	II
Classification Code:	5125726	5135727
Bargaining Unit:	30	30
FLSA Status:	Y	Y
Workers’ Compensation Code:	8810	8810
Pay Table:	CNTY	CNTY
Range:	279	290