

**SUPERVISING JUVENILE HALL COUNSELOR**

DEFINITION

To participate in the general administrative operations of Juvenile Hall. To plan, organize and direct the work of staff engaged in counseling and program activities at the Glenn County Jane Hahn 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 administrative 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.

SUPERVISION RECEIVED AND EXERCISED

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

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

Plans, assigns and directs through Juvenile Hall Counselors and support staff the work of any agency division; coordinates uniform application of laws and regulations related to criminal and juvenile justice and treatment.

Interprets state and local regulations, and develops 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 his/her staff and Juvenile Hall Counselors, psychologists, medical and service staff.

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

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.

Supervising Juvenile Hall Counselor  
Rev.- 03/12/06  
Rev.- 02/11/07  
Rev.- 07/01/07  
Rev.- 01/13/08  
Rev.- 07/13/08  
Rev.-07/06/15

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  
M.O. #22-2/6/07

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

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

Reviews logs, Special Incident Reports and written entries in youth records; reviews periodic summaries of youth 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 youth to anticipate problems and special handling requirements; advises staff on methods of handling youth 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, as needed.

May organize and provide 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 situation 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.

May participate in preparation of budget requests. May control 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:

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

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.

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 Spanins, Hmong or Laotian are highly desirable.

Classification Code:	5264000
Bargaining Unit:	12
FLSA Status:	Y
Workers' Compensation Code:	8810
Pay Table:	CNTY
Range:	302