

COUNTY OF SOLANO
GROUP COUNSELOR (ENTRY)

DEFINITION

Supervises a group of juvenile offenders while they are housed in a juvenile detention facility.

CLASS CHARACTERISTICS

This is the entry-level class in the Group counselor series. Incumbents staff a post position on an assigned unit in a juvenile detention facility and supervise the day-to-day activities of a group of juvenile offenders. This class is distinguished from Group Counselor in that the latter is the fully experienced working level. Incumbents are expected to learn techniques for effective supervision and/or counseling of juveniles preparatory to promotion to the journey level.

SUPERVISION RECEIVED AND EXERCISED

Receives immediate supervision from the Supervising Group Counselor.

Exercises supervision over wards.

EXAMPLES OF DUTIES –*Duties may include but are not limited to the following:*

Provides crisis intervention counseling for wards going through stressful periods and suicide prevention counseling for wards in states of depression.

Provides general counseling to give support or to modify juveniles' behavior; may give personal guidance and counseling to reduce anxiety and tension of juveniles who are confined.

Learns to manage assaultive behavior of emotionally disturbed juveniles; prepares behavior summaries and written daily observations, including special incident reports for wards on a daily basis or as needed; enforces the disciplinary policies of the institution.

Plans recreation for medium to large groups of juveniles of varying ages, ability and sophistication.

Monitors group behavior and attitude to avoid overt conflicts; maintains constant observation and security checks; supervises work, study, meal time, cleanup and visits of wards; documents the behavior of individuals by writing timely reports and keeping accurate records.

Searches and processes wards at intake to the facility. Orients all wards to the facility setting and to staff expectations. Instructs wards in personal hygiene, grooming, accepted social customs and behavior, and other skills for independent living.

Transports wards to medical, dental, court or other mandatory appointments; provides emergency medical First Aid treatment as needed; logs and dispenses medications as prescribed

by medical staff.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Working knowledge of juvenile problems and development; groups and individual counseling techniques, theory and application; crisis intervention methods; teamwork concepts.

Skill to:

Operate office equipment including a personal computer, copy and fax machines and printers.

Drive a motor vehicle.

Ability to:

Ability to learn, understand and apply regulations and policies governing juvenile detention program operations.

Make decisions and independent judgments; determine the appropriate course of action in emergency or stressful situations.

Communicate effectively both verbally and in writing; communicate effectively with people, especially teenagers, of diverse socio-economic backgrounds and temperaments; establish and maintain cooperative working relationships.

Learn and understand program objectives in relation to departmental goals and procedures; learn and comply with laws, regulations and professional practices governing juvenile detention program services and operations.

Prepare narrative and statistical reports; maintain accurate records and document actions taken.

Interview people to ascertain motives or personal problems; remember faces, incidents and location of assigned wards at all times.

EXPERIENCE AND EDUCATION/TRAINING

Experience:

Six (6) months of related experience supervising groups in a detention facility **OR**

Education/Training:

Completion of fifteen (15) semester units is required from an accredited college or university preferably in criminology, social work, psychology, sociology or a closely related field.

SPECIAL REQUIREMENTS

Possession of or ability to obtain a valid Class C California Driver's license is required.

Possession of a valid American National Red Cross Standard First Aid and Personal Safety certificate within one year of appointment is required. Evidence of successful completion of training in Cardiopulmonary Resuscitation within one year of appointment is required.

Successful completion of training under Section 832 of the California Penal Code is required within one year of appointment.

Peace Officers must meet minimum standards concerning citizenship, age, character, education and physical/mental condition as set forth in Section 1031 of the California Government Code.

Must complete the Juvenile Counselor Core Course certified by the California Board of Corrections Standards and Training for Correctional Programs with twelve (12) months.

SUPPLEMENTAL INFORMATION

Independent travel is required.

Positions allocated to this class may require bilingual skills.

Some positions in this class are located at Fouts Springs Boys' Ranch, which is in an extremely isolated, national wilderness preservation area. It is located in Colusa County, approximately a 2 1/2 hour drive from Fairfield. The nearest town (and emergency response team) is 50 miles away and access to the Ranch is a nine mile narrow mountain road; incumbents may be called upon to perform unusual tasks if necessary, due to the remoteness of the facility.

Incumbents must be able to work in a restricted, sometimes hostile environment.

Incumbents of this class should demonstrate necessary knowledge and abilities to be promoted to Group Counselor within eighteen (18) months of appointment.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert moderate, though not constant physical effort, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, and which may involve some lifting, carrying, pushing and/or pulling

of objects and materials of moderate weight (12-20 pounds). May include occasionally lifting more than 100 pounds with assistance.

Sensory Requirements: Requires the ability to recognize and identify similarities and differences between shade, degree or value of colors, shapes, sounds, forms, textures or physical appearance associated with job-related objects, materials, tasks or people.

Environmental Factors: Requires the ability to work under conditions where exposure to environmental factors poses a moderate risk of moderate injury or illness.

Director of Human Resources

Established Date: May 2001

Revised Date: November 2002

BOS Date: June 30, 2003

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