

COUNTY OF SOLANO

GROUP COUNSELOR (SENIOR)

DEFINITION

Performs and provides lead supervision to others in the guidance, counseling, care and custody of juveniles during an assigned shift; serves as a member of the department's management team.

CLASS CHARACTERISTICS

This class is characterized by the responsibility to provide lead supervision in a post position and/or advanced journey level work in a juvenile detention facility. It is distinguished from the Group Counselor (Supervising) in that the latter has the full scope of supervisory responsibilities and may have responsibility for the day-to-day operation of a juvenile facility.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from Supervising Group Counselor.

Exercises supervision over technical staff.

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

In the absence of higher authority, has complete shift responsibility; makes work assignments to accomplish specific tasks; conducts on-the-job training of subordinates; recommends personnel actions related to employee discipline; evaluates employee performance; renders decisions, takes and directs immediate actions during emergency situations, as appropriate in absence of higher authority; summons relief workers as required; responds to runaways with search and rescue operations; transports wards as needed.

Conducts group substance abuse counseling training with wards placed on probation by the California Youth Authority for substance abuse; monitors wards progress toward attainment of substance abuse diversion goals.

Meets with representatives of other programs, departments, agencies and community organizations concerning substance abuse issues; trains staff in appropriate substance abuse counseling approaches; leads the work of staff involved in the substance abuse counseling program.

Deals with parents of detainees, law enforcement agencies, probation officers, judges, social workers, medical personnel, attorneys, ministers and/or the general public.

Supervises a group of juveniles in detention; arranges and supervises recreation and other activities; personally performs intensive counseling of difficult cases; administers medication

following the directions/instructions of competent medical personnel; monitors the physical fitness program; conducts ward showers; supervises mealtimes; oversees transition to and from school programs; provides instruction in hygiene, grooming, study habits, sportsmanship, manners, large group interaction during recreation times, letter writing, etc.

Coordinates shift activity with overall operation of the facility; represents subordinates during staff meetings; coordinates volunteer activities with the normal functions of the facility.

Performs administrative details such as supply ordering, maintenance requests, minor purchasing, etc.; conducts intakes and removals; inspects incoming and outgoing mail; calculates and records earned and lost point totals; supervises laundry and conducts supply issue.

Maintains professional knowledge in applicable areas and keeps abreast of changes in job-related rules, statutes, laws and new business trends; makes recommendations for the implementation of changes; reads and interprets professional literature; attends training programs, workshops and seminars as appropriate.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Facility rules and policies, laws and regulations as they pertain to wards assigned to the facility; juvenile problems and development.

Groups and individual counseling techniques; crisis intervention methods; substance abuse counseling techniques.

Theory and application.

Teamwork concepts.

Accepted methods and techniques for conducting effective youth group work; management of assaultive and violent behavior.

Basic First Aid.

Penal Code, Youthful Offenders Code, Health and Safety Code, Vehicle Code, Welfare and Institutions Code.

Laws, rules and procedures of the juvenile justice system; Welfare and Institutions Code and Penal Code.

Behavior patterns of both delinquent and non-delinquent children.

Causes of delinquency.

Appropriate and constructive disciplinary techniques.

Methods of effective supervision, applicable manual of rules,

Skill to:

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

Depending on assignment, may use and maintain a variety of hand tools including chain saws.

Drive a motor vehicle.

Ability to:

Make decisions and independent judgments.

Understand and apply laws, regulations and policies governing program operations.

Make assignments; prioritize and evaluate work.

Coordinate activities and communicate plans, goals and objectives to staff and to wards.

Conduct group substance abuse counseling sessions, teach substance abuse counseling skills to others.

Communicate effectively both verbally and in writing with people, especially teenagers, of diverse socio-economic backgrounds and temperaments.

Establish and maintain cooperative working relationships.

Determine the appropriate course of action in emergency or stressful situations.

Understand program objectives in relation to departmental goals and procedures.

Maintain accurate records and document actions taken.

EXPERIENCE AND EDUCATION/TRAINING

Experience:

Two years of full-time work experience supervising juveniles in a juvenile detention facility.

Education/Training:

Completion of sixty (60) semester units is required, from an accredited college or university, preferably in criminology, social work, psychology, sociology or a closely related field and completion of the Juvenile Counselor Core Course certified by the California Board of Corrections Standards and Training for Correctional Programs.

SPECIAL REQUIREMENTS

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

Completion of Section 832 of the California State Penal Code training is required.

Possession of an American National Red Cross Standard First Aid and Personal Safety certificate is required. Successful completion of training in Cardiopulmonary Resuscitation is required.

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.

SUPPLEMENTAL INFORMATION

Independent travel is required and on occasion may involve transporting a juvenile experiencing a medical emergency.

Incumbents must be able to work in a sometimes hostile environment; may be required to lift objects weighing more than 100 pounds with assistance; pursuant to Title 15, Division 1 of the California Administrative Code, incumbents will be required to successfully complete twenty-four hours of annual training. Some positions in this class may require bilingual skills.

Some positions in this class are located at Fouts Springs Youth Facility, which is 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, including taking juveniles on overnight hikes and camping trips.

ADA COMPLIANCE

Physical Ability: Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at an assigned work area. May include 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

Revised Date: November 2002

BOS Date: June 30, 2003

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