

## COUNTY OF SOLANO

### GROUP COUNSELOR (SUPERVISING)

#### **DEFINITION**

Supervises day-to-day operations of the Juvenile Hall or a youth facility; serves as a member of the department's management/supervisory team.

#### **CLASS CHARACTERISTICS**

Positions in this class are responsible for staff training and supervision of the day-to-day operation of Juvenile Hall or a youth facility, including the implementation of institutional policy and compliance with laws and requirements governing institutional operations. Supervising Group Counselors function primarily as first-line supervisors with direct authority over Senior Group Counselors and Group Counselors and may perform the duties of Group Counselor (Senior) when conditions warrant. This class is distinguished from Superintendent of Juvenile Hall or facility/camp superintendent in that the latter is responsible for planning and overall organization of operations.

#### **SUPERVISION RECEIVED AND EXERCISED**

Receives direction from a management level employee depending on assignment.

Exercises supervision over Senior Group Counselors, Group Counselors and support staff; may provide functional oversight over educational and mental health staff.

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

Plans, organizes, prioritizes, schedules and evaluates the activities of Juvenile Hall or a youth facility/camp; assists in the formulation of operational policies, procedures, budgets and services; ensures compliance with operational policies and procedures, as well as laws and regulations governing operations of such institutions and facilities.

Directly supervises employees; interviews and recommends candidates for hire; provides instruction and training; plans, coordinates, assigns and reviews work activities; responds to employee issues and concerns; maintains work standards; evaluates performance and recommends evaluation outcomes.

Supervises kitchen operations.

Provides crisis intervention; responds to emergency situations; conducts ward due process

reviews and referral screenings; conducts search and rescue functions and apprehends juveniles; facilitates DNA testing; reviews and screens minors for release.

Reviews reports, inspects operations, mediates complaints and investigates incidents; documents findings and activities through written and verbal reports, logs or correspondence.

Inspects the physical plant and dormitories; monitors equipment conditions and supply levels, arranging for replacement repair and servicing where appropriate; monitors the use of vehicles and coordinates transportation of wards.

Acts as liaison to other departments, agencies and personnel; represents the Superintendent of Juvenile Hall when required; may be assigned additional administrative/supervisory duties as required.

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:**

Mission and goals of a juvenile detention facility.

Laws, rules and regulations applicable to juvenile hall or facility operations.

The rights of detained juveniles and the staff of the facility.

Available supportive or referral agencies.

Modern public administration including budget practices.

Personnel practices; supervisory techniques.

County Probation department rules and regulations.

Problem resolution techniques.

**Skill to:**

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

**Ability to:**

Plan, organize and supervise juvenile hall or other facility operations.

Utilize sound management principles in problem solving, decision making, leadership and team building.

Apply the principles and practices of effective supervision and counseling; supervise and develop the effectiveness of subordinate staff.

Assess training needs and teach others.

Interpret and implement related legal, policy and procedural requirements.

Plan, organize and prioritize work.

Set, communicate and meet objectives.

Coordinate activity with other shift supervisors.

Communicate clearly and concisely, both orally and in writing; compose correspondence independently.

Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

**EXPERIENCE AND EDUCATION/TRAINING**

**Experience:**

One (1) year of full-time work experience equivalent to a Senior Group Counselor or Senior Deputy Probation Officer or two years as a journey level Group Counselor or journey level Deputy Probation Officer with Solano County or other county jurisdictions.

**Education/Training:**

A Bachelor's degree is required from an accredited college or university, preferably in criminal justice, 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 may be required.

Completion of the Juvenile Corrections Officer Core Course or Deputy Probation Officer Core Course certificate by the California Corrections Standards Authority unless such training was not mandated at the time the candidate was initially employed as a Group Counselor or Deputy Probation Officer.

Incumbents of this class have limited Peace Officer powers as delineated in the California Penal Code and must meet training requirements in accordance with Penal Code Section 832 within six (6) months of appointment.

Candidates for positions in this class will be required to pass a background investigation in accordance with applicable law, regulation and/or policy.

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.

In accordance with Title 15, Division 1 of the California Administrative Code, incumbents are required to complete annual training.

Possession, within six (6) months, of an American National Red Cross Standard First Aid and Personal Safety certificate is required, as is successful completion of training in cardiopulmonary resuscitation.

Must pass a physical exam and psychological exam as a condition of hire.

**SUPPLEMENTAL INFORMATION**

Independent travel is required.

**ADA COMPLIANCE**

**Physical Ability:** Tasks involve the ability to moderate physical effort involving lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds). Tasks may involve extended periods of time at an assigned work area. Occasionally may require physical restraint of wards including lifting and holding in excess of 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:** Incumbents must be able to work in an environment that may include exposure to adverse or violent situations and exposure to disease and illness. Incumbents must be able to work in a restricted, sometimes hostile environment.

---

Director of Human Resources

**Established Date:** November 2001

**Revised Date:** January 2003

**BOS Date:** June 30, 2003

**Revised:** May 5, 2006

S:\CLASSIFICATION\Class Specs\Current Class Specs\Group Counselor (Supervising) 5-5-06.doc