

COUNTY OF SOLANO
CLASS SPECIFICATION
JUVENILE CORRECTIONAL COUNSELOR (SENIOR)
Effective Date of Revision: 09/09/2020

CLASS SUMMARY:

Under direction, incumbents in the class of Juvenile Correctional Counselor (Senior) are expected to provide lead supervision in a post position and/or perform advanced journey level work in a juvenile detention facility. Incumbents perform and provide lead supervision to others in the guidance, counseling, care and custody of justice-involved youth during an assigned shift and; serve as a member of the department's leadership team.

DISTINGUISHING CHARACTERISTICS:

This class is the senior level class in the Juvenile Correctional Counselor series.

The class is distinguished from the:

- Juvenile Correctional Counselor (Supervising) class, which has the full scope of supervisory responsibilities and may have responsibility for the day-to-day operation of a juvenile facility.
- Juvenile Correctional Counselor and Juvenile Correctional Counselor (Entry) classes, which receive technical and/or functional oversight from the Juvenile Correctional Counselor (Senior) and perform less advanced level work.

SUPERVISION RECEIVED AND EXERCISED

- Supervision is provided by a Juvenile Correctional Counselor (Supervising).
- Employees in this class may provide technical and/or functional oversight to employees in the Juvenile Correctional Counselor and Juvenile Correctional Counselor (Entry) classes.
- Exercises supervision over justice-involved youth.

ESSENTIAL DUTIES: This class specification represents the core area of responsibilities; specific position assignments will vary depending on the needs of the department.

- 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 and, takes and directs immediate actions during emergency situations as appropriate, in absence of higher authority; summons relief workers as required; responds to emergent situations to include, but not limited to, medical and mental health concerns, attempted or actual escape, fire or other natural disasters; transports youth as needed.
- Meets with representatives of other programs, departments, agencies and community organizations.; coordinates 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 youth; arranges, supervises and monitors recreation and other activities; performs intensive counseling and cognitive behavioral training of difficult cases; administers medication following the directions/instructions of competent medical personnel.
- Facilitates Cognitive Behavioral Training (CBT) groups; implements behavioral management program; conducts CBT mini-cycles with youth; creates and monitors weekly and monthly case plans.
- Coordinates shift activity with overall operation of the facility; represents subordinates during staff meetings; coordinates volunteer activities with facility operations.
- Performs administrative details such as supply ordering, maintenance requests, and minor purchasing duties; conducts intake and release of youths.
- Participates in hiring processes and provides input on hiring decisions for subordinate classes.
- 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.
- Assists in providing treatment in a community-based program; assists in rehabilitation by facilitating an integrated system of care, using the expertise of other agencies and personnel; facilitates conferences with families and assigned personnel; acts as a liaison with and supports families; provides vocational assessments and educational support.
- Conducts drug testing of youth.
- Provides personal care services such as food, laundry, and transportation.
- May appear in court to answer questions or serve as a witness.
- Verifies all duties and responsibilities of subordinate staff are complete.
- May perform duties and responsibilities of Juvenile Correctional Counselor class.

EDUCATION AND EXPERIENCE:

Education: 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 State and Community Corrections Standards and Training for Correctional Programs.

AND

Experience: Two years of full-time work experience supervising youth in a juvenile detention facility.

LICENSING, CERTIFICATION AND REGISTRATION REQUIREMENTS:

- Applicants are required to possess, or have the ability to obtain, a valid California driver's license, Class C.
- Applicants are required to have completed Section 832 of the California State Penal Code training or equivalent.
- Applicants are required to have completed the Juvenile Correctional Officer Core Course certified by the California Board of Corrections Standards and Training for Correctional Programs or equivalent.
- 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.
- Incumbents are required to possess a current First Aid and Personal Safety certificate or obtain one within 60 days of appointment.
- Incumbents are required to possess a current CPR certificate or obtain one within 60 days of appointment.

Note: All licenses, certificates and registrations must be kept current while employed in this class.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of:

- Standards and accepted principles of leadership, on-the-job training, and work review.
- Laws, rules and procedures of the juvenile justice system.
- Facility rules and policies, laws and regulations as they pertain to youth assigned to the facility, juvenile problems and development.
- Groups and individual counseling techniques including Cognitive Behavioral Training; theory and application.
- Crisis intervention methods and counseling techniques.
- Effective teamwork concepts.
- Accepted methods and techniques for conducting effective youth group work.
- Management of assaultive and violent behavior.
- Basic First Aid.
- Applicable Penal Code, Health and Safety Code, Vehicle Code, Welfare and Institutions Code sections.
- English composition, spelling, grammar, vocabulary, and punctuation for both written and oral communications.
- Formats and uses of appropriate terminology for written communications such as narrative reports.
- Standard office procedures, practices, equipment, personal computers, and software.

Skills and/or Ability to:

- Distribute work and provide work directions, review work performance and conduct of staff, and provide on-the-job training to staff.

- Understand, interpret and apply applicable laws, regulations and policies governing program operations and use good judgement in their application.
- Comply with laws, regulations and professional practices governing juvenile detention program services and operations. Make decisions and independent judgments; determine the appropriate course of action in emergency or stressful situations.
- Make assignments; prioritize and evaluate work.
- Coordinate activities and communicate plans, goals and objectives to staff and to youth.
- Communicate information and ideas clearly and concisely, both verbally and in writing.
- Communicate effectively with people, especially teenagers, of diverse socio-economic backgrounds and temperaments.
- Deal firmly and fairly with clients of various socio-economic backgrounds and temperaments.
- Establish and maintain cooperative working relationships with those contacted in the performance of required duties.
- Work with and speak to various cultural and ethnic individuals and groups in a tactful and effective manner.
- Understand program objectives in relation to departmental goals and procedures.
- Prepare a variety of written communications to include narrative and statistical reports.
- Maintain accurate records and document actions taken.
- Maintain confidentiality of records and information per pertinent laws/regulations.
- Perform a variety of technical and specialized tasks and functions in an independent, competent and timely manner.
- Interview people to ascertain motives or personal problems.
- Be aware of faces, incidents and location of assigned youth at all time; remember individuals, actions, statements made, and location of incidents.
- Use modern office equipment to include computers and related software applications.
- Operate and maintain a variety of hand and power tools and communication radios properly and safely.
- Apply physical restraints as necessary.
- Administer first aid and CPR.
- Operate a motor vehicle safely.

PHYSICAL REQUIREMENTS:

- **Mobility and Dexterity:** Positions in this class typically require stooping, kneeling, reaching, standing, walking, grasping, feeling (i.e., sense of touch), and repetitive motion for 50% of a typical shift but may be higher.
- **Lifting, Carrying, Pushing and Pulling:** Positions in this class require exerting up to 100 pounds of force occasionally, and/or up to 10 pounds of force frequently,

and/or a negligible amount of force constantly to move objects. Occasionally may require physical restraint of youth including lifting and holding in excess of 100 pounds with assistance.

- Vision: Positions in this class require the employee to have close visual acuity, with or without correction, to prepare and analyze data and figures, view a computer terminal, read, etc. Positions in this class also require employees to have depth perception in order to operate a motor vehicle. Employees in this class must have the visual acuity to make observations of surroundings and must demonstrate color vision sufficient to distinguish colors in order to describe events in an accurate manner.
- Hearing/Talking: Positions in this class require the employee to perceive the nature of sounds at normal speaking levels with or without correction and have the ability to receive detailed information through oral communication. Positions in this class require the employee to express or exchange ideas by means of the spoken word. Detailed or important instructions must often be conveyed to others accurately, loudly, and/or quickly.

WORKING CONDITIONS:

- Incumbents must be able to work in a restricted, sometimes hostile environment.
- Incumbents may be required to lift objects weighing more than 100 pounds with assistance.
- Employees in this class will be working in a detention facility environment and thus will be subject to exposure to communicable diseases, disruptive and confrontational people, potentially combative and violent people, intense noises, odors, and blood and other bodily fluids.
- Hours of Work: Incumbents may be required to work weekends, holidays, irregular hours, on-call, and after normal business hours.

OTHER REQUIREMENTS:

- Pursuant to Title 15, Division 1 of the California Administrative Code, incumbents are required to complete a minimum of 24 hours of annual training.
- Must pass a physical exam and psychological exam as a condition of hire.
- Independent Travel: Incumbents are required to travel independently, for example, to attend meetings, trainings, classes and seminars and to transport youth.
- Background Checks: The County may conduct a background check and a reference check on candidates prior to appointment to a position within this class. The background check may include the State of California Department of Justice, the Federal Bureau of Investigation (FBI), the Child Abuse Central Index (CACI), and criminal checks in any City/County where the applicant has lived, worked or gone to school.
- Drug Testing: Candidates for positions in this class and employees in this class will be subject to Pre-Employment, Reasonable Suspicion, Post Accident, Return-To-Duty and Follow-Up drug testing in accordance with the Solano County Alcohol and Drug Free Workplace Policy.

- Child Abuse Reporting: Selectees for employment must, as a condition of employment, sign a statement agreeing to comply with Section 11166 of the California Penal Code relating to child abuse reporting.
- Language Proficiency: Some positions allocated to this class will require the applicant to speak, read and write in a language other than English.

CLASS HISTORY AND CLASS INFORMATION:

- Date Approved by the Civil Service Commission: November 2002
- Date Adopted by the Board of Supervisors: June 30, 2003
- Date(s) Revised: September 9, 2020
- Date(s) Retitled and Previous Titles of the Class: October 6, 2020, Group Counselor (Senior)
- Class Code: 514010