

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

**CLASS SUMMARY:**

Under immediate supervision, incumbents in the class of Juvenile Correctional Counselor (Entry) supervise and counsel justice-involved youth detained in or committed to a County institution; learn to maintain order and structure within assigned area on a daily basis; learn to teach classes, provide counseling and assist detained youth in using other resources and opportunities. Incumbents may be assigned to offer support, guidance and direction in a community setting. Incumbents are expected to learn techniques for effective supervision and/or counseling of youth preparatory to promotion to the journey level.

**DISTINGUISHING CHARACTERISTICS:**

This class is the entry-level class in the Juvenile Correctional Counselor series.

The class is distinguished from the:

- Juvenile Correctional Counselor class, which are experienced counselors who are expected to perform at a higher level of competence with only general supervision.

**SUPERVISION RECEIVED AND EXERCISED:**

- Supervision is provided by a Juvenile Correctional Counselor (Supervising).
- May receive technical and/or functional oversight from a Juvenile Correctional Counselor (Senior) and/or Juvenile Correctional Counselor.
- Exercises no supervision over other county employees.
- 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.

- Learns how to ensure the security, daily care and custody of youth within a pod including counseling, mediating disputes, monitoring group dynamics amongst youth, assisting in emergency situations, serving meals and overseeing laundry care and distribution, logging and dispensing inhalers and medicated shampoo as prescribed by medical staff, and performing all other duties to oversee the health and safety of those in custody.
- Learns to provide crisis intervention counseling including suicide prevention counseling, to youth.
- Learns when and how to refer youth to behavioral health.
- Learns to provide general counseling and cognitive behavioral training to give support or to modify youths' behavior; may give personal guidance and counseling to reduce anxiety and tension of youth who are detained.
- Learns to facilitate Cognitive Behavioral Training (CBT) groups; implements behavioral management program; conducts CBT mini-cycles with youth; creates and monitors weekly and monthly case plans.
- Learns to manage assaultive behavior; prepares behavior summaries and written daily observations, including special incident reports for youths on a daily basis or as needed; enforces the policies and procedures of the institution.
- Learns to plan recreation and other activities independently for medium to large groups of justice involved youth of varying ages, gender, ability and sophistication.

- Learns to monitor individual and group behavior and attitudes independently to avoid and manage conflicts; maintains constant observation; conduct safety and security checks; conducts authorized felony or misdemeanor searches of youth and all required institutional searches; supervises work, school and study time, meal time, clean-up, visits, and all other group activities of youth; documents the behavior of individuals by writing timely reports and keeping accurate records.
- Learns to process youth during intake to the facility. Orients all youth to the facility setting and to staff expectations. Instructs youth in social and life skills.
- Learns procedures to transport youth to medical, dental, court or other mandatory appointments.
- Learns to provide emergency medical first aid treatment as needed.
- Inspects incoming and outgoing mail; calculates and records point totals for behavior management; issues supplies.
- Learns to conduct drug testing of youth.
- Learns to assist 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.
- May appear in court to answer questions or serve as a witness.

**EDUCATION AND EXPERIENCE:**

**Education:** Completion of thirty (30) semester units is required from an accredited college or university, preferably in criminology, social work, psychology, sociology or a closely related field.

**OR**

**Experience:** Six (6) months of related experience supervising groups in a 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.
- 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.
- Incumbents have limited Peace Officer powers as delineated in the California Penal Code and therefore are required to complete training under Section 832 of the California Penal Code or equivalent within twelve (12) months 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.
- Incumbents are required to complete the Juvenile Counselor Core Course certified by the California Board of State and Community Corrections Standards and Training for Correctional Programs or equivalent with twelve (12) months of appointment.

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

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

**Knowledge of:**

- Working knowledge of juvenile problems and development.
- Group and individual counseling techniques including Cognitive Behavioral Training, theory and application.
- Crisis intervention methods.
- Effective teamwork concepts.
- Management of assaultive and violent behavior.
- Basic First Aid.
- Applicable Penal Code, Health and Safety Code, Vehicle Code, Welfare and Institutions Code sections.
- Laws, rules and procedures of the juvenile justice system.
- 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:**

- Ability to learn, understand, interpret and apply applicable laws, regulations and policies governing juvenile detention program operations and use good judgment in their application.
- Learn and 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 and/or stressful situations.
- 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.
- Learn and 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.
- Interview people to ascertain motives or personal problems.
- Be aware of faces, incidents and location of assigned youth at all times; remember individuals, actions, statements made, and location of incidents.
- Use modern office equipment to include computers and related software applications.
- Learn to 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:**

- 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 juveniles.
- **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.

- Within 18 months of appointment, incumbents must demonstrate necessary knowledge and abilities and meet the minimum requirements to be promoted to Juvenile Correctional Counselor.

**CLASS HISTORY AND CLASS INFORMATION:**

- Date Approved by the Civil Service Commission: May 2001
- Date Adopted by the Board of Supervisors: June 30, 2003
- Date(s) Revised: November 2002, September 9, 2020
- Date(s) Retitled and Previous Titles of the Class: October 6, 2020, Group Counselor (Entry)
- Class Code: 512010