



CLASSIFICATION NO. 202  
Established: 1/65  
Revised: 10/00, 4/12, 2/14, 11/14  
FLSA: Exempt  
EEO: 2

## **JUVENILE COUNSELOR 1**

### **CLASS CHARACTERISTICS**

Under general supervision, to perform basic professional social casework in assessing, investigating, counseling, placing and supervising potential, alleged or adjudicated juvenile offenders; and to do other work as required.

### **DISTINGUISHING CHARACTERISTICS**

The Juvenile Department provides prevention and early intervention services to at-risk youth, as well as case management for youth who have been referred to the department for delinquent behavior.

The Juvenile Counselor 1 is an entry-level professional position within the County Juvenile Department. Positions within the Juvenile Counselor 1 classification may process youth in the Juvenile Intake and Assessment Center, supervise a delinquency caseload or may serve as a tracker with specific tasks for monitoring cases. Incumbents perform basic intake and assessment activities and may be responsible for diversion level case management responsibilities.

The Juvenile Counselor 1 differs from the Juvenile Counselor 2 that performs advanced independent professional social casework, and is responsible for supervising and managing full caseloads of both misdemeanor and felony cases.

### **TYPICAL TASKS**

Duties may include but are not limited to the following:

1. Initiates contact with juveniles referred to the department via police reports; interviews juveniles and their families; prepares written reports and maintains accurate records and appropriate documentation.
2. Provides counseling to youth and their families; works with and supports juveniles to establish and achieve their personal goals and plans; implements and revises case plans as necessary; refers youth to appropriate agency resources.
3. Serves and participates on community committees; speaks and gives presentations to civic groups on juvenile department programs and activities.

For Juvenile Intake and Assessment Center positions, duties may also include but are not limited to:

4. Takes custody of youth brought in by law enforcement; gathers and compiles information from youth, parent and other agencies; develops a comprehensive plan for the youth focusing on community safety and immediate needs of the youth.
5. Assesses youth's physical health, substance use history, mental health status, and history of violence; utilizes a variety of screening tools; makes referrals to appropriate community agencies.
6. Prepares intake report to summarize information compiled and outlining plan for youth; finger prints and photographs youth based on statute.
7. Provides orientation and explains court procedures to youth and families; coordinates with DHS, police, attorneys and agencies to prepare for hearings; secures legal counsel if necessary; prepares relevant legal and court documents; presents cases in court.
8. Coordinates with Victim Coordinator (Human Services Coordinator 1) to determine alleged restitution, if any, to be paid by juveniles; documents statements and/or requests from victims.
9. May provide secure transportation to court appearances, medical appointments, psychiatric evaluations, and various other commitments for youth in custody.

For Tracker positions, duties may also include but are not limited to:

10. Monitors Action Plans; evaluates and assesses juvenile's behavior and needs; makes recommendations for behavioral interventions;
11. Explains court procedures to juveniles and their families; prepares relevant legal and court documents.
12. Intensely supervises juveniles on probation, including visiting juveniles at homes, schools, and places of employment; monitors juvenile's performances.

### **REQUIRED KNOWLEDGE AND SKILLS**

**Basic Knowledge of:** Criminal law; juvenile law; juvenile court policies and procedures; rules and regulations regarding juvenile detention and probation; behavior and adjustment problems of juvenile offenders and methods of treatment; symptoms of physical and mental disorder, substance abuse or deficiencies; case management; principles and practices of psychology as they relate to child and adolescent development and family structures; community resources and facilities available for the diagnosis and treatment of the maladjusted child/adolescent; methods and techniques used in individual and family counseling.

**Skill to:** Assess the needs of juveniles and provide appropriate treatment plans; maintain discipline and orderly conduct; respond effectively in situations with individuals who may be hostile and aggressive or have emotional disorders; understand and apply state laws, rules and regulations and department policies and procedures make appropriate recommendations; maintain accurate case or program records and prepare court reports or legal documents; communicate effectively, both orally and in writing; establish and maintain effective working relationships with juveniles and their families, court and law enforcement personnel, child caring agencies, staff and the public.

## **WORKING CONDITIONS**

Occasional interactions with juveniles may involve physical contact and/or exposure to hostile attitudes.

Participation in Defensive Tactics training and its use involve controlled defensive and offensive body movements including standing, twisting, bending, balancing, pushing, swinging, blocking, parrying and striking.

May be required to participate in 24 hours/day emergency program services.

## **MINIMUM QUALIFICATIONS**

Minimum qualifications are used as a guide for establishing the minimum experience, education, licensure, and/or certifications required for employment in the classification. The following minimum qualifications are established for this classification. Additional minimum qualifications and special conditions may apply to a specific position within this classification and will be stated on the job announcement.

**Experience:** A minimum of one (1) year of related experience that would provide the required knowledge and skills to perform the responsibilities of this position.

**Licenses/Certifications:** None required.

## **PRE-EMPLOYMENT REQUIREMENTS**

Must successfully pass an extensive background investigation including national fingerprint records check.

Must pass a pre-employment drug test.

Driving is required for County business on a regular basis or to accomplish work. Incumbents must possess a valid driver's license, and possess and maintain an acceptable driving record throughout the course of employment.

Edited: 11/16