



CLASSIFICATION NO. 203
Established: 1/65
Revised: 1/90
Edited: 11/16
FLSA: Exempt
EEO: 2

JUVENILE COUNSELOR 2

CLASS CHARACTERISTICS

Under general supervision, to perform advanced professional social casework in assessing, investigating, counseling, placing and supervising potential, alleged or adjudicated juvenile offenders, or dependency youth; 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 2 is an advanced level professional within the County Juvenile Department. The Juvenile Counselor 2 performs social casework and is responsible for supervising and managing full caseloads of both misdemeanor and felony cases. Incumbents' work is reviewed periodically to assure conformance and measure results.

The Juvenile Counselor 2 is distinguished from the lower level Juvenile Counselor 1 by the more independent responsibility for managing a juvenile caseload, and in the managing of caseloads of higher risk youth.

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 intake reports.
2. Determines initial disposition of cases; implements and revises treatment plans; refers adolescents to appropriate agency or placement resources.
3. Assesses specific health, behavioral health, or emotional issues such as alcohol and drug dependency and refers to appropriate programs; assesses need for psychiatric or medical evaluations.
4. Provides counseling for juveniles and their families; evaluates and assesses juveniles' behaviors and needs; works with juveniles to establish personal goals and plans.

5. Explains court procedures to juveniles and their families; sets court appointments; secures legal counsel, if necessary; prepares relevant legal and court documents.
6. Supervises juveniles on probation, visits juveniles at homes, schools and places of employment; monitors juveniles' performance; maintains accurate records and prepares written reports.
7. Transports juveniles to and from detention centers, courts, youth correctional facilities, residential programs, homes, and other appointments.
8. Contacts victims and determines restitution to be paid by juveniles.
9. Serves on community committees; speaks before civic groups on juvenile department programs and activities.

REQUIRED KNOWLEDGE AND SKILLS

Thorough 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; 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, including handling unruly juveniles; understand and apply state laws, rules and regulations and department policies and procedures; provide articulate and informative court room presentations and make appropriate recommendations; maintain accurate case or program records and prepare court reports or legal documents; establish and maintain effective working relationships with those contacted in the course of work; communicate effectively, both orally and in writing; work without direct supervision.

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 two (2) years 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.