



CLASSIFICATION NO. 216
Established: 7/22
FLSA: Non-Exempt
EEO: 2

JUVENILE COUNSELOR 3

CLASS CHARACTERISTICS

Under direction, to act as a lead worker to Juvenile Department staff; to perform advanced professional social casework and provide case consultation to staff 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 3 is the highest level within the Juvenile Counselor series. Incumbents lead the work of assigned staff, perform social casework and are responsible for supervising and managing caseloads for the most complex, high-risk misdemeanor and felony cases. The Juvenile Counselor 3 reviews and evaluates the work of assigned staff to assure conformance and measure results.

The Juvenile Counselor 3 differs from the Juvenile Counselor 2 by its role as a lead worker over assigned professional and paraprofessional staff. It differs from the Juvenile Services Program Coordinator which plans, organizes, and coordinates programs, activities, and staff of the Juvenile Department programs. It also differs from the Juvenile Department Supervisor, which has broad administrative and policy development responsibilities, and functions as the supervisor of assigned staff.

TYPICAL TASKS

Duties may include but are not limited to the following:

1. Leads the work of staff; assigns caseloads, reviews and evaluates case reviews and formal accountability agreements; trains and provides direction to staff on complex technical or procedural issues; maintains and monitors case files; assists in the evaluation of employee performance; acts on behalf of the unit or program supervisor as directed.
2. Provides ongoing coaching, training, consultation, and orientation to assigned staff with regard to interviewing, assessment, plan development, multi-agency collaboration, and positive communication; provides effective conflict resolution strategies and problem solving tools and methods to assigned staff.
3. Participates in the development and implementation of policies and procedures; assists the Juvenile Department Supervisor with development and implementation of new procedures;

participates in evaluation of existing procedures and makes recommendations for improvements.

4. Provides specialized professional training to staff and community partners; as assigned, participates on community and state partner committees as a department representative; speaks before community and civic groups on Juvenile Department programs and activities; develops and coordinates resources with other County, State, and community coordinators to provide resources for youth and family.
5. Initiates contact with juveniles referred to the department via police reports; interviews juveniles and their families; prepares intake reports.
6. Provides case management and services on the most difficult and complex cases under the juvenile court and juvenile department supervision; conducts investigations and makes recommendations on disposition of cases; implements and revises treatment plans; refers youth to appropriate agency or placement resources.
7. 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.
8. Provides counseling for juveniles and their families; evaluates and assesses juveniles' behaviors and needs; works with juveniles to establish personal goals and plans.
9. Explains court procedures to juveniles and their families; sets court appointments; secures legal counsel, if necessary; prepares relevant legal and court documents; attends and observes court and follow up on concerns or operational issues as they arise.
10. Supervises juveniles on probation, visits juveniles at homes, schools and places of employment; monitors juveniles' performance; maintains accurate records and prepares written reports.
11. Transports juveniles to and from detention centers, courts, youth correctional facilities, residential programs, homes, and other appointments; maintains the department fleet to ensure vehicles are assigned, maintained, and provided with the necessary equipment.
12. Collects and completes documents related to Parole Board requests or expunctions as assigned.
13. Contacts victims and determines restitution to be paid by juveniles.

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; best practices in the field of juvenile justice interventions and treatment; 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.

Some knowledge of: Basic principles and techniques of leading work, training, developing and recommending improvement for staff, and participative management techniques.

Skill to: Lead the work of assigned staff, including coaching, mentoring and helping to move toward each program's vision and attain goals; plan, develop and implement new procedures; research and provide recommendations for improvements of existing policies and procedures; apply effective conflict management tools and methods; assess the needs of juveniles and provide appropriate treatment plans; oversee supervision of youth; 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; provide articulate and informative court 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.

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 five (5) years of related experience that would provide the required knowledge and skills to perform the responsibilities of this position.

Licenses/Certifications:

The following licensure/certifications are required at the time of hire.

- Must possess a valid driver's license.

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.