



## JOB DESCRIPTION

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**JOB TITLE:** Youth Detention Counselor III

**JOB CODE:** 3550

**DEPARTMENT:** District Courts/Juvenile Detention

**FLSA STATUS:** Exempt

**REPORTS TO:** Juvenile Probation Detention Supervisor

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### SUMMARY OF JOB PURPOSE

Maintains safety and security of the staff, detainees, visitors and juvenile detention facilities; supervises detainees according to policies, procedures and regulations.

### ESSENTIAL FUNCTIONS

1. Oversees the safety and security of the staff, detainees, visitors and juvenile facilities; promotes acceptable attitude and monitors behavior of detainees; maintains the integrity, professionalism, attitudes, values and goals of the Juvenile Detention program by assuring that all rules and regulations are followed; enforces local, state and Federal laws, and enforces compliance with regulations and ordinances.
2. Supervises assigned staff; prioritizes and reviews work to assure work quality and the timely accomplishment of assigned duties and responsibilities; provides or coordinates training programs for staff; counsels, coaches, and instructs employees; assists with the hiring and promoting of staff, disciplining employees, preparing performance evaluations, and conducting investigations; assists in day-to-day scheduling, coordinating time-off requests, payroll processing, and other operational/administrative tasks.
3. Provides interactive supervision for detainee activities and maintains discipline, modifying activities schedule to accommodate circumstances; resolves operational problems; participates in regular supervisory/management meetings to discuss program effectiveness, employee/detainee issues, and operational needs; assists in the development and writing of policies, procedures, and other communications and/or correspondence, as required.
4. Monitors detainees, activities and facility environment; observes and documents detainee behavior; helps to create a safe and functional environment; follows established safe practices; protects detainees from personal injury; follows safety protocols, and calls for assistance as required; may physically restrain uncooperative or disruptive detainees and take steps to avert fights, assaults, riots and escapes.
5. Performs constant inspections of all detention facility areas; assures all areas of the facility are safe, secure, sanitary and free of contraband; conducts cell searches for contraband; inventories and maintains accountability for keys, equipment, tools and supplies; accounts for detainees under direct vision and supervision at all times.
6. Provides care for inmates; dispenses and oversees meals; administers medications and oversees inmate hygiene and showers; schedules medical, counseling, personal and other appointments, and conducts visiting sessions; schedules transportation for appointments and visits outside of the facility; transports and arranges transport for inmates; documents all transports.

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7. Conducts booking procedures; searches, examines and tests detainees according to policies; collects, inventories and inspects clothing and property brought by the youth and secures for return upon release; completes fingerprints and photos; completes booking forms. Upon release, returns all property and notifies victims; distributes records to appropriate parties.
8. Provides orientation for new arrival; explains procedures, daily routine and rules of conduct; may facilitate individual/small group counseling sessions based on cultural diversity, life skills, character development, and both problem-solving and decision-making skills.
9. Updates and maintains a variety of files, records, event logs, charts and other documents; gathers, compiles and synthesizes data for management purposes; maintains appropriate records and prepares and distributes reports, as required, to appropriate parties.
10. Assists and interacts with County departments, support staff, outside organizations and businesses, and Federal, state and local law enforcement organizations in order to accomplish tasks.

### **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### **EDUCATION and/or EXPERIENCE**

High School Diploma, or equivalent, and five (5) years of counseling or youth services experience; or, an equivalent combination of education and experience that could provide the required knowledge, skills, and abilities. Associate's degree with previous detention and/or law enforcement experience preferred; must be 21 years of age at time of appointment.

#### **LANGUAGE SKILLS**

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations; write reports, business correspondence, and procedure manuals; effectively present information and respond to questions from groups of managers, juveniles, and the general public.

#### **MATHEMATICAL SKILLS**

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume; apply concepts of basic algebra and geometry.

#### **REASONING ABILITY**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; define problems, collect data, analyze information, and make logical conclusions based on facts.

#### **OTHER KNOWLEDGE, SKILLS, & ABILITIES**

Knowledge of counseling techniques and procedures, trends and practices in juvenile detention, and legal, ethical and professional rules of conduct; detention policies and procedures; operations of law enforcement agencies and the courts; Federal, state, and county laws related to detainees; behavior

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patterns of incarcerated juveniles; techniques of JIREH detainee control and defensive tactics, first aid and CPR.

Ability to gain the confidence of detained youth and deal effectively with stressful situations that may arise within the detention center; demonstrate effective interpersonal relationships in bringing people together to solve problems; communicate effectively with individuals in a variety of different emotional states, from a variety of backgrounds and with different educational backgrounds and mental capacities; maintain confidential records and reports, and analyze, interpret and report research findings.

Skills in interpreting laws and regulations, making decisions, maintaining composure, and working effectively under stressful conditions and emergency situations; remaining alert at all times and reacting quickly and calmly in emergency situations; effectively dealing with situations requiring diplomacy, understanding, fairness, firmness and sound judgment; communicating with juveniles and mediating difficult situations; interacting with people of different social, economic, and ethnic backgrounds; preparing clear, comprehensive, and accurate reports;

Intermediate to advanced proficiency level utilizing Microsoft Office applications including Excel, Access, PowerPoint, Word, and Outlook, and the ability to operate other standard office equipment, including telephones, calculators, copiers, FAX machines, etc. is required.

#### **CERTIFICATES, LICENSES, REGISTRATIONS**

Valid Driver's License with an acceptable driving record; current certification in JIREH safe physical management training; current certification in CPR/First Aid.

#### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk, sit, and drive; use hands to finger, handle, or feel; reach with hands and arms; talk and hear. The employee occasionally is required to climb, balance and stoop, kneel, crouch, or crawl and must frequently lift up to 75 pounds and occasionally carry up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

#### **WORKING ENVIRONMENT**

Work is performed in juvenile detention facilities; work involves intense concentration on activities going on around one's location on a constant basis throughout the entire work shift. Work occasionally involves personal danger, and exposure to hazardous situations can occur; requires physical ability to subdue hostile individuals. Must maintain a level of physical fitness to meet Department standards. Must be able to work in uniform during weekdays, weekends, and holidays on any assigned shift.

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**Youth Detention Counselor III**

I have read and understand the contents of this Job Description, and I have received a copy of this Job Description for my records.

PRINT NAME: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

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