



LANE COUNTY
K001B
K002B
Established 01/30/91
Updated 11/30/05
Updated 02/17/15
Bilingual Adjunct
Established 04/16/09

JUVENILE COUNSELOR 1 - Bilingual
JUVENILE COUNSELOR 2 - Bilingual

CLASS SUMMARY: To perform professional casework for potential, alleged, or adjudicated juvenile offenders involving assessment, investigation, counseling, supervision and placement; and to perform related duties as assigned.

CLASS CHARACTERISTICS:

Juvenile Counselor 1: This is the entry-level class in the Juvenile Counselor series. This class is distinguished from the Juvenile Counselor 2 by the performance of the more routine tasks and duties assigned to positions within this series, and the complexity of cases assigned. Employees at this level are not expected to perform with the same independence of direction and judgment on matters related to established procedures and guidelines as are positions allocated to the 2 level. Employees work under immediate supervision while learning job tasks.

Juvenile Counselor 2: This is the journey level class within the Juvenile Counselor series. Incumbents are expected to perform the full range of duties as assigned and work with the most demanding and complex cases. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, and they are fully aware of the operating procedures and policies within the work unit.

SUPERVISION RECEIVED AND EXERCISED:

Juvenile Counselor 1

Receives supervision from assigned staff.

Juvenile Counselor 2

Receives general supervision from assigned staff.

TYPICAL CLASS ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)

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| 1. | Prepares assessment reports, petitions, conditional releases, summons, probation agreements, and other relevant legal or court documents and makes recommendations to the courts. |
| 2. | Receives custody of youth from law enforcement and courts; preserves the security and safety of assigned areas; physically restrains youth, as needed; assists detained youth in coping with incarceration; devises and administers appropriate reinforcements and sanctions for positive behavior. |

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Juvenile Counselor 1 and 2 Bilingual (Continued)

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| 3. | Guides youth and their families through the court process; confers with parents; conducts home visits and evaluations. |
| 4. | Supervises youth on case plans; monitors daily activities of juveniles including school attendance and performance, treatment compliance, community service work, restitution payment and other community activities. |
| | <u>Juvenile Counselor 1</u> |
| 5. | Conducts intake, pre-hearing and post-hearing investigation of youths referred to the department for violations of the law; conducts interviews with the youth and families; places juvenile in temporary living situations. |
| 6. | Decides initial disposition of cases; collects diagnostic and historic information; refers youth to appropriate agency or resource; initiates treatment plans. |
| 7. | Develops a culturally competent and gender specific individual plan for each youth, and periodically evaluates its effectiveness. |
| 8. | Provides family counseling and crisis intervention; provides individual counseling for youths and instruction in basic skills such as job finding, communication, decision making and goal planning. |
| 9. | Coordinates the communication between the Department of Youth Services and the schools, multicultural service agencies, treatment facilities, medical personnel, Department of Human Services, parents and other agencies providing supervision or services for youths to outline and monitor treatment and care programs. |
| 10. | Accompanies youth to and from Detention, Court, home, placement facilities, schools, and appointments. |
| 11. | Participates in treatment team assessments and care staffing; maintains accurate case records. |
| 12. | Maintains database and network of community programs, resources, and services. |
| | <u>Juvenile Counselor 2</u> |
| 13. | Independently conducts intake, pre-hearing and post-hearing investigation of youths referred to the department for violations of the law; conducts interviews with the youth; places juvenile in temporary living situations. |
| 14. | Decides initial disposition of cases; collects diagnostic and historic information; refers youth to appropriate agency or resource; initiates and prepares treatment plans. |
| 15. | Independently develops a culturally competent and gender specific plan for each youth, and periodically evaluates its effectiveness. |
| 16. | Provides comprehensive family counseling and crisis intervention; provides comprehensive individual counseling for youths and instruction in basic skills such as job finding, communication, decision making and goal planning. |

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Juvenile Counselor 1 and 2 Bilingual (Continued)

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| 17. | Arranges for space and transports admitted juveniles to detention facilities; accompanies youth to and from Detention, Court, home, placement facilities, schools, and appointments. |
| 18. | Facilitates and participates in treatment team assessments and care staffing; maintains accurate case records. |
| 19. | Coordinates the communication between the Department of Youth Services and the schools, multicultural service agencies, treatment facilities, medical personnel, Department of Human Services, parents and other agencies providing supervision or services for youths to outline and monitor treatment and care programs. |
| 20. | Develops and improves Evidence-Based programs for youth and Cognitive Behavioral Training; updates current department programs with Best Practice Information and Interventions. |
| 21. | Develops and maintains database and network of community programs, resources, and services. |
| 22. | Trains students and volunteers. |

Knowledge of (position requirements at entry):

- Behavior and adjustment problems in juveniles and methods of treating them.
- Statewide and local correctional and social service agencies and their programs, practices and procedures.
- Available community and multicultural resources.
- Business letter writing and basic report preparation techniques; English usage, spelling, grammar, and punctuation.

Juvenile Counselor 1

- Theories, methods and techniques used in individual or family counseling.
- Principles and practices of psychology as they relate to child and adolescent development and family structure.
- Criminal law; juvenile law; juvenile court policies and procedures; and state laws, rules and regulations regarding juvenile detention and probation.
- Interviewing techniques and testing procedures.

Juvenile Counselor 2

- Comprehensive theories, methods and techniques used in individual or family counseling.
- Comprehensive principles and practices of psychology, social work, and case management as they relate to child and adolescent development, treatment and family structure.
- Comprehensive interviewing and assessment procedures and techniques, testing procedures and use of various diagnostic tools and intervention strategies.
- Criminal law; juvenile law; juvenile court policies and procedures; confidentiality laws, and relevant state laws, rules and regulations.
- Evidence-Based programs for youth; Best Practice Information and Interventions including knowledge on provision of culturally competent and gender specific services.

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Juvenile Counselor 1 and 2 Bilingual (Continued)

Ability to (position requirements at entry):

- Make accurate assessments of children's' behavior and attitudes and choose appropriate courses of action based on this assessment.
- Gain cooperation through discussion and persuasion of people from various socio/economic backgrounds who may be hostile and/or aggressive or have emotional disorders.
- Maintain discipline and orderly conduct.
- Teach basic life and self-help skills.
- Objectively evaluate information and make appropriate decisions.

Juvenile Counselor 1

- Develop and evaluate treatment plans.
- Prepare and present court reports or legal documents.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Communicate clearly and concisely, both orally and in writing, with youth and families from diverse backgrounds.
- Effectively deal with and counsel maladjusted youths and their families and gain their confidence and cooperation.
- Secure accurate and personal data, make accurate assessments of a given situation or a given individual, and choose appropriate courses of action.

Juvenile Counselor 2

- Develop and evaluate complex treatment plans.
- Prepare and present court reports or legal documents and maintain accurate case records.
- Establish and maintain effective working relationships with those contacted in the course of work, including other professionals, community members and clients.
- Communicate clearly and concisely, both orally and in writing, and work effectively with youth and families from diverse backgrounds.
- Utilize community resources, including multicultural services.

Training and Experience (positions in this class typically require):

Training:

- Equivalent to a Bachelor's degree from an accredited college or university with major course work in social work or a related field.

Juvenile Counselor 2

- A Master's degree in social work or a related field is preferred.

Experience:

Juvenile Counselor 1

- Six months of social work experience involving work with juvenile offenders and the Juvenile Court system.

Juvenile Counselor 2

- Two years of responsible social work experience involving work with juvenile offenders and the Juvenile Court system.

An equivalent combination of experience and training that will demonstrate the required knowledge and abilities is qualifying.

Licensing Requirements (positions in this class may require):

- Possession of a valid Oregon driver's license at the time of appointment, if required to drive.

Juvenile Counselor 2

- Depending on area of assignment, certification may be required for coordination of specialized program services.

NOTE: This position is represented by AFSCME Local 2831.

Classification History:

Memo outlining flexing of classification approved by County Administrator 1/16/15.

FLSA Status: K001B: Non-Exempt

FLSA Status: K002B: Exempt

JUVENILE COUNSELOR 1 – Bilingual "B"
JUVENILE COUNSELOR 2 – Bilingual "B"

Language – **Spanish**

CLASS SUMMARY: To assist in providing bilingual communication with Limited English Proficient (LEP) persons. Individuals in these classifications do more than self-identify; they have successfully passed a test demonstrating proficiency in both English and the other language administered by the County. The need for the use of the second language in the performance of job duties in this classification has been identified.

TYPICAL CLASS ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.) In addition to the regular knowledge, skills, and abilities required of the employee's main classification, the bilingual duties of this adjunct classification may include, but are not limited to the following:

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| 1. | Interpreting between English speakers and LEP persons. |
| 2. | Orally translating documents |
| 3. | Providing oral assistance |
| 4. | Providing written assistance, including some written document translation. |

Knowledge of (position requirements at entry):

- Both languages, demonstrating the ability to convey information in both languages quickly and accurately.

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Juvenile Counselor 1 and 2 Bilingual (Continued)

Ability to (position requirements at entry):

- Communicate clearly and concisely.
- Maintain confidentiality of communications.

Training and Experience (positions in this class typically require):

An equivalent combination of experience and training or demonstrated abilities qualifying the employee or applicant to perform the duties described herein. These skills and abilities may be acquired in various ways; i.e., education and/or bilingual or bicultural experiences.