



Juvenile Detention Counselor #02222

City of Virginia Beach – Job Description

Date of Last Revision: 11-24-2015

FLSA Status: Non-Exempt

Pay Plan: General

Grade: 20

City of Virginia Beach Organizational Mission & Values

The City of Virginia Beach exists to enhance the economic, educational, social and physical quality of the community and provide sustainable municipal services which are valued by its citizens. The City of Virginia Beach organization is based upon a belief in the democratic process of government. This belief provides meaningful ways for citizens, reflecting the diversity of our City, to contribute to the development of public policy. This process is enhanced by organizational values which guide member performance within the Virginia Beach Quality Service System. These Values define our desired organizational culture. We value quality customer service; teamwork; leadership and learning; integrity; commitment; and inclusion and diversity.

Class Summary

Perform difficult professional and administrative work in the supervision and counseling of juveniles in the detention program on assigned shift. Report to the Youth Services Supervisor.

Representative Work Functions and Responsibilities

Supervise residents in juvenile detention program; and assign and supervise youth in daily light housekeeping tasks.

Conduct counseling with resident.

Respond to bizarre, aggressive, suicidal and combative behavior and set verbal and physical limitations.

Assess resident needs and develop service plans.

Perform searches, monitor showering activities and resident sleeping rooms.

Maintain daily log.

Conduct educational/life skills groups.

May perform intake/releases.

May perform control room duties.

Prepare behavioral evaluation summaries for pertinent affiliated agencies.

Perform other job duties requiring skills, knowledge and physical requirements as demanded by those duties described or less. Individual assignments will be determined by the supervisor based on their current workloads and department needs.

Performance Standards

Effectively supervise youth within the juvenile detention program; stringently adhere to Juvenile Detention policies, procedures, safety and security measures within facility; effectively conduct appropriate counseling of program participants; accurately maintain paperwork associated with service plans and

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behavioral evaluation summaries; effectively establish rapport with juveniles while maintaining authority; and effectively set verbal and physical limitations during instances of aggressive, suicidal or combative behavior.

Minimum Qualifications

Any combination of education and experience equivalent to a bachelor's degree from an accredited college or university with major course work in psychology, sociology, education counseling, criminal justice or related field, or an associate's degree and two (2) years experience working with youth; or a high school diploma or a General Education Development Certificate (GED) and four (4) years' experience working with youth.

Requires an acceptable background check.

CPR, First Aid, and Crisis Intervention certification.

Must have, or obtain, a current and valid Virginia or North Carolina driver's license in accordance with Virginia or North Carolina DMV driver's license eligibility requirements.

Special Requirements

Must be able to work rotating shifts (days/evenings/midnights) including weekends and holidays and be available to work overtime when required to meet operational needs.

This position may require that incumbents wear and maintain appropriate personal protective equipment such as, but not limited to, steel toed shoes, safety glasses, gloves, or other designated safety attire and equipment in designated areas of risk. Specific requirements will be determined and communicated by the employee's supervisor based on position assigned.

Successful completion of a pre-employment physical.

Current tuberculin test.

Knowledge-Skills-Abilities Required to Perform Satisfactorily

A. Knowledge

1. Knowledge of counseling, social work principles, and mental health assessment techniques and treatments as related to juvenile delinquents.
2. Knowledge of juvenile detention programs including purposes and reasons for detention.
3. Knowledge of the policies and procedures of the juvenile justice system.
4. Knowledge of interviewing techniques.
5. Knowledge of behavior management techniques.

B. Skills

1. Skill in effective oral, written, and interpersonal communication with a diverse population dealing with sensitive issues.

C. Abilities

1. Ability to supervise juveniles in a detention facility.
2. Ability to express ideas clearly and concisely, orally and in writing.
3. Ability to establish and maintain harmonious relationships with residents, and employees.
4. Ability to counsel and conduct interviews of a personal and sensitive nature.
5. Ability to use physical force to subdue individuals of various sizes.
6. Ability to walk and stand for extended periods of time.
7. Ability to lift and move 40 lbs.

This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under his or her supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.

Working Conditions

The below stated working conditions are intended to provide a general overview of the environmental conditions inherent in the job setting, as well as the physical, mental, and sensory requirements necessary to perform the essential functions of positions in the noted job title. A more detailed description will be made available at the position (PCN) level.

NOTE: Per HR Policy 6.19, Americans with Disabilities, the City follows the requirements of the Americans with Disabilities Act (ADA) in all hiring and employment decisions. The City shall not discriminate on the basis of disability in its hiring and employment practices. The City shall make reasonable accommodations for the known physical or mental limitations of a qualified applicant or employee with a disability upon request unless the accommodation would cause an undue hardship on the operation of the City's business.

Physical Requirements: *Physical refers to the requirement for physical exertion and coordination of limb and body movement.*

Requires sedentary work that involves walking or standing some of the time and involves exerting up to 40 pounds of force on a regular and recurring basis and routine keyboard operations.

Mental Requirements: *Mental refers to the degree that the job involves cognitive activities, and use of mental processes*

Performs professional level work requiring the application of principles and practices of a wide range of administrative, technical, or managerial methods in the solution of administrative or technical problems; applies general understanding of operating policies and procedures to solve complex administrative problems; may require continuous, close attention for accurate results or frequent exposure to unusual pressure.

Environmental Conditions: *Environmental refers to job conditions inherent to the job setting, including those that may lead to injury or health hazards even though precautions have been taken.*

This position may risk exposure to communicable diseases including blood and airborne pathogens.

Sensory Requirements: *Sensory refers to hearing, sight, touch, taste, and smell required by the job.*

This job requires normal visual acuity, and field of vision, hearing, and speaking.

This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under his or her supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.