

**MENDOCINO COUNTY GOVERNMENT  
CLASS SPECIFICATION**

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<b>CLASS TITLE:</b>	<b>CORRECTIONS COUNSELOR</b>
<b>DEPARTMENT:</b>	<b>PROBATION</b>
<b>REPORTS TO:</b>	<b>JUVENILE HALL SUPERVISOR</b>

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<b>CLASS CODE: 6001</b>
<b>FLSA STATUS: N</b>
<b>DATE: 10/99</b>

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**JOB SUMMARY AND DISTINGUISHING FEATURES:**

Primary responsibility is to supervise the safety, treatment, recreation and daily activities of juveniles detained in Juvenile Hall.

**ESSENTIAL JOB FUNCTIONS:** (All responsibilities may not be performed by all incumbents.)

Books juveniles into facility following prescribed procedures; assigns rooms for juveniles; orients new arrivals; issues supplies to inmates; processes inmate discharges or transfers; determines if youth is at risk of suicide or self-harm requiring evaluation by professional.

Monitors behavior of juveniles when going to and from school, cafeteria, while in living unit, during showers, during visits and during outside recreation.

Refers juveniles in crisis situations to appropriate specialist.

Explains, monitors and reinforces Juvenile Hall rules, policies and procedures.

Receives, maintains and accounts for the personal property of juveniles; returns or sends personal property to juveniles upon discharge; maintains appropriate written records.

Visually and physically searches juveniles for prohibited possessions, contraband, weapons, or narcotics; inspects quarters of juveniles for contraband; inspects and directs cleaning activities of juveniles for maintenance of sanitation, orderliness and safety.

Promotes acceptable attitudes and behavior of juveniles to assist them in adjusting to confinement; confers with assigned supervisors or officers regarding behavioral or other inmate problems; holds juveniles accountable for their behavior.

Communicates with probation officers, public defender and/or other law enforcement and social service agencies on juvenile cases.

Writes special reports for probation officers and courts as requested.

Counsels juveniles and/or their families on problems; develops treatment plans detailing behavioral goals.

Conducts group sessions to resolve problems between juveniles and to structure shift activities.

Dispenses medically cleared prescription medications and over the counter medications.

Transports inmates to and from medical appointments, court or other locations; transfers inmates to other facilities.

Performs laundry duties as required.

Anticipates and averts potential problems; assists in suppressing and controlling problems that occur; reports incidents in the prescribed manner.

Enters and retrieves a variety of information from a computer; maintains daily logs and records on school attendance, medical treatment, unusual incidents and the number and location of juveniles; writes reports concerning juvenile activities

and behavior.

Answers inquiries from the public and family members.

Attends staff or other meetings.

Assumes responsibility for operation and security of unit when regular supervisor is unavailable.

Performs other related duties as assigned.

**MATERIAL AND EQUIPMENT USED:**

General Office Equipment  
First Aid Kit

Computer  
Washer/Dryer

Vehicle  
Hand Cuffs

Two-way Radio  
Pepper Spray

**MINIMUM QUALIFICATIONS REQUIRED:**

**Education and Experience:**

High School diploma or GED; and,

Six months to one year of progressively responsible related experience; or,

Any combination of related education, training and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job.

**Licenses and Certifications:**

Requires Valid Driver's License;

And the ability to obtain within one year of employment:

Juvenile Institutions Core Course.

Requires the ability to obtain:

Penal Code 832

C.P.R. Certificate

**KNOWLEDGE, SKILLS, AND ABILITIES:**

**Knowledge of:**

Methods and techniques of dealing with individuals in custody, including behavioral counseling techniques.

First aid methods and techniques.

Applicable state, federal and local ordinances, laws, rules and regulations.

All computer applications and hardware related to performance of the essential functions of the job.

Record keeping, report preparation, filing methods and records management techniques.

**Skill in:**

Preparing clear and concise reports, correspondence and other written materials.

Using tact, discretion, initiative and independent judgment within established guidelines.

Organizing work, setting priorities, meeting critical deadlines, and following up on assignments with a minimum of direction.

Applying logical thinking to solve problems or accomplish tasks; to understand, interpret and communicate complicated policies, procedures and protocols.

Communicating clearly and effectively, both orally and in writing.

**Mental and Physical Abilities:**

Ability to establish and maintain effective working relationships with a variety of individuals.

Ability to maintain discipline and orderly conduct among juveniles.

Ability to make quick, effective and reasonable decisions in emergency situations, and to take appropriate action to include physically restraining violent juveniles.

Ability to write reports and correspondence.

Ability to solve practical problems and deal with a variety of variables in situations where only limited standardization exists.

Ability to define problems, collect data, establish facts and draw valid conclusions.

While performing the essential functions of this job the employee is regularly required to stand, walk, use hands to finger, handle, or feel, reach with hands and arms, speak and hear, and use color, sound, odor and shape perception and discrimination.

While performing the essential functions of this job the employee is occasionally required to lift and/or move up to 50 pounds.

**Working Conditions:**

While performing the essential functions of this position the employee is occasionally exposed to work near moving mechanical parts and hazardous materials.

The incumbent=s working conditions are typically moderately quiet but may be loud at times.

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This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.