

Detention Counselor I



General Summary of Classification:

Handles resident intakes, transfers and releases; interviews, screens, and assesses resident needs; develops service plans and counsels juveniles in the detention facility; assists with or develops and supervises group recreational and therapeutic activities for residents; conducts and documents security and safety checks; monitors showers, rooms, the facility and daily activities of juveniles to ensure a safe, secure living environment; engages and encourages residents to achieve treatment & personal learning goals to support their life-long success; supervises residents' housekeeping and cleanup duties, meal prep and cleanup, room inspections, breaks, snack time, homework and study time; encourages behavioral norms utilizing accepted behavioral management principles; performs related duties as assigned.

Examples of Primary Tasks, Duties and Responsibilities (TDR):

NOTE: This is not a job description. The following examples are intended to be illustrative of the nature and scope of TDR that are typically assigned to positions in this job classification. Examples below are not all comprehensive. Actual assigned TDR may vary based on operational needs.

- Conducts new resident orientations, supervises and monitors residents' activities, visitations, health, behavior & movements, accurately recognizes dangerous, disruptive, abnormal & unusual behavior, indicators of non-coping and substance use/abuse, accurately documents behaviors, actions and activities, and reports observations;
- Accurately assesses situations, appropriately intervenes to ensure safety through the use of approved intervention/de-escalation strategies and techniques including but not limited to, verbal de-escalation, physical restraint, and mechanical restraints;
- Accurately prepares and maintains all required records, assists with maintaining various detention facility records and logs including daily intake and release records, medication administered, unusual behavior, arrival and departure of visitors;
- Provides juvenile counseling by facilitating group discussion sessions and conducting individual counseling on topics such as developing coping skills, decision making, and communication in relationships, showing respect, and violence prevention;
- Promotes collaboration among parents, guardians, and probation officers to serve residents' needs and best interests;
- Must be aware and maintain knowledge of the completion of detention orders and petitions as a sworn intake officer as needed;
- Works as part of a multi-disciplinary treatment team;
- Performs other duties as assigned.

Knowledge, Skills and Abilities (KSA) Typically Required:

- **Occupation-specific:** Sound working knowledge of juvenile court functions and procedures, juvenile law, safety and security procedures, correctional counseling, behavior observation and management techniques, substance abuse, coping and crisis intervention strategies, socioeconomic factors that influence behavior, psychological and emotional problems involved in social maladjustment and physical hygiene; sound working knowledge of facility policies and procedures and of local, state, and federal codes, regulations, and laws governing the operation of juvenile detention facilities and the care of residents; ability to recognize and analyze attitudinal and behavioral problems objectively; ability to assess complex and dynamic material to formulate supervision plans, assess and measure impact.
- **Technical:** Sound computer skills with the ability to use computer and typical business software, proprietary software and applications, and various wireless technologies and peripherals for creating and maintaining resident files and all other required documentation, prepare reports and to complete assigned tasks.
- **Interpersonal, Communication and Customer Service:** Develops and maintains sound working relationships, including sound professional boundaries, with residents, facility staff, court personnel, community resources and other relevant stakeholders; excellent verbal and written communication skills with ability to communicate effectively with youth and all relevant stakeholders; excellent collaborative skills with an ability work independently and as part of a team; collaborates effectively to ensure the safety of self and others.
- **Decision-making and Authority:** Adheres to rules and regulations for supervising residents, disciplinary actions, monitoring and security procedures, visitation, escorting and supervision of residents; intervenes in crisis and emergency situations and takes appropriate steps to deescalate; assists with incident investigations; administers first-aid & dispenses medication as authorized.
- **Leadership:** Non-supervisory. Supervises residents' activities, serves as a counselor and role model to youth in the detention facility; primary responsibility is the custody, safety, control, and activities of youth in the detention facility; provides the oversight necessary to ensure a safe living environment conducive to growth and change and provide residents with the highest possible quality of institutional life and rehabilitation; may serve as facility representative in court proceedings.
- **Environment:** Typically works in an indoor secured setting; may perform duties outdoors and in other locations; work frequently includes high-stress activities and/or a high stress environment. Must be able to work an assigned rotating shift, weekends and holidays as needed.
- **Physical:** Visual and hearing acuity sufficient to engage in effective supervision and to recognize potentially dangerous and deceptive acts, attitudinal and behavioral problems, contraband and improvised weapons, and collaborate effectively to ensure the safety of self and others. Physical ability sufficient to engage in recreational and creative pursuits with residents and perform assigned duties in secure facility and court locations, which may include physically restraining residents to prevent self-injury and ensure the safety of others.

Minimum Education and Experience:

Education: High school diploma or GED with relevant formal training, four (4) year degree in a relevant field preferred;

Experience: Previous experience working directly with juvenile offenders in a detention facility, their families and juvenile courts preferred;

OR: Any equivalent combination of experience and training which provides the necessary knowledge, skills and abilities.

Other Requirements (License, Certifications, Training, etc.) including successful completion of all required NIMS courses:

- Valid Driver's License to operate facility vehicles as needed.
- Crisis Intervention, First Aid/CPR Certification, and completion of all training required by VA DJJ (§ 66-10.9).
- Protective Services (CPS) background check pursuant to §63.2-1726.
- Criminal history record check and fingerprinting of all employees in authorized and hourly safety sensitive positions.

NOTE: This is a class specification and not an individualized position description. A class specification defines the general nature and scope of duties and responsibilities of positions in a job classification Class specs are not intended to describe and does not list all of the job duties and responsibilities that may be assigned to a specific position in a job classification.