

# Detention Counselor II



## General Summary of Classification:

Serves as lead worker assisting with training and providing guidance to other Detention Counselors; interviews, screens, and assesses resident needs, develops effective service plans and counsels juveniles in a detention facility; 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; monitors radio and telephone communications; engages and encourages residents to achieve treatment and personal learning goals to assist in their life-long success; prepares and maintains all required records and reports; leads or works as part of a multi-disciplinary treatment team; 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.*

- Proficiently performs all the duties routinely assigned to Detention Counselor I;
- Serves as lead worker providing training and guidance, assists with directing work assignments, assists with the accurate interpretation and application of policies, codes, regulations and laws, handles special projects and serves as back-up to supervisor during their absence;
- Monitors residents for high-risk, dangerous and deceptive behavior, quickly and accurately assesses situations, appropriately intervenes in behavioral crisis situations to ensure safety through the use of approved intervention/de-escalation strategies and techniques;
- Provides juvenile counseling by facilitating group discussion sessions and conducting individual counseling;
- Promotes community awareness by arranging, supervising, and participating in community service work projects;
- Assists with or reviews and evaluates incident reports, assists with or conducts resident due process hearings;
- Conducts effective incident investigations, interviews all involved parties and witnesses, documents all resulting damages and injuries, prepares thorough detailed summaries of findings using fair and impartial language, recommends follow-up actions including disciplinary measures, internal hearings and court notifications;
- Performs other duties as assigned.

## Knowledge, Skills and Abilities (KSA) Typically Required:

- **Occupation-specific:** In addition to those required of level I, thorough working knowledge of juvenile court functions and procedures, juvenile law, safety and security procedures, correctional counseling, behavior observation techniques, substance abuse, crisis intervention strategies, socioeconomic factors that influence behavior, psychological and emotional problems involved in social maladjustment and physical hygiene; sound working knowledge of the facility's 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; sound investigative and evidence handling skills; 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 to create and maintain 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:** Accurately interprets, applies and adheres to policies, regulations, statutes, and guidelines; intervenes in crisis and emergency situations and takes appropriate steps to deescalate; conducts thorough investigations; makes sound recommendations related to residents' behavior and incidents; administers first-aid and 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; responsibilities provide residents with a safe living environment conducive to growth and change and directly impact the resident's quality of institutional life and rehabilitation; serves as facility representative in court proceedings.
- **Environment:** 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:** Three (3) years of experience working directly with juvenile offenders in a detention facility, their families and juvenile courts;

**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) and the current CDP.
- 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.