



EMPLOYMENT OPPORTUNITY

JUVENILE HALL COUNSELOR I/II

NOTE: THESE POSITIONS WORK 12 HOUR SHIFTS WHICH INVOLVE ROTATING SHIFTS INCLUDING NIGHTS, WEEKENDS AND HOLIDAYS. AN ELIGIBILITY LIST WILL BE ESTABLISHED WHICH WILL BE USED FOR UP TO ONE YEAR. THIS POSITION WILL UNDERFILL THE VACANT JUVENILE HALL COUNSELOR III POSITION.

SALARY AND BENEFITS

JHC I \$16.49 - \$19.79 hourly plus benefits package

JHC II \$18.06 - \$21.70 hourly plus benefits package

FILING DEADLINE

5:00 p.m., April 12, 2019

DUTIES AND RESPONSIBILITIES

The Juvenile Hall Counselor provides for the counseling, care, welfare and custody of the wards of Juvenile Hall. The major duties of the job include:

- Plan, organize and supervise programs for a group of juveniles, including such activities as housekeeping chores, personal hygiene, meals and recreational activities.
- Conduct individual, group and family counseling and discussions, assisting juveniles in gaining insight into themselves and their relationships with others.
- Maintain order and effective discipline and instruct in acceptable behavior; take proper action with non cooperating juveniles
- Maintain visual surveillance and follow prescribed security measures; remain alert for potential problems and take measures to reduce tensions, avoid possible violence and assist residents who are ill; follow appropriate procedures in the event of emergency or crisis situations.
- Observe and record information concerning juveniles' behavior, attitude, appearance, interests and skills; maintain necessary logs and reports.
- Attend and participate in staff meetings; may participate on multi-departmental or multi-agency counseling teams in the development of plans for juveniles.
- Receive, admit and release juveniles upon receipt of proper authority; contact parents, probation officers, law enforcement and other individuals as required.
- Complete appropriate forms and orient newcomers; issue clothing and assign quarters; explain the purposes and procedures of the Juvenile Hall
- May act as shift lead when Senior Juvenile Hall Counselor is unavailable.
- May be assigned to housekeeping and other chores at the hall
- May transport juveniles as necessary for medical care, court appearances and other needs.
- Perform related duties as assigned

MINIMUM QUALIFICATIONS

Education: Must possess a high school diploma or its equivalent.

Experience: Level I: Some experience working with juveniles preferred.

Level II: One year as a Juvenile Hall Counselor with Lassen County, or equivalent; must have fulfilled all requirements necessary to successfully pass probation for Counselor I; completion of mandatory training; and recommendation of the Chief Probation Officer.

License: Valid driver's license.

Additional Requirements:

1. Possession of, or ability to obtain within ninety (90) days of employment and subsequently maintain current Basic First Aid and Cardiopulmonary (CPR) certificates. Level II must have these current.
2. Successful completion of 832 Penal Code Training (arrest, search and seizure) within 180 days of employment. Must be completed prior to Level II status.
3. Successful completion of 160 hours of instruction in the Juvenile Corrections Officer Core Course as certified by the California Corrections Standards Authority within one (1) year of employment. Thereafter, must successfully complete 24 hours of annual training. Must be completed prior to Level II status.
4. Willingness and availability to work nights, weekends and holidays and unscheduled shifts.
5. Sufficient strength and dexterity to physically restrain hostile juveniles.
6. Mental stability to deal with emotionally charged, potentially verbally abusive hostile juveniles.

Special Requirements:

California Government Code Sections 1029 and 1031 specify the following minimum standards for Juvenile Hall Counselors:

1. Must be at least 21 years of age at the time of application.
2. Must have no prior felony convictions unless fully pardoned.
3. Must be of good moral character as determined by a thorough examination of background, including fingerprint check.
4. Must pass a physical and psychological examination and be free of any physical, emotional or mental condition which might adversely affect the powers of a peace officer.
5. Must be a U.S. citizen or a permanent resident alien who is eligible for and has applied for U.S. citizenship.

SELECTION PROCESS

Application materials will be reviewed, and qualified applicants will be invited to Susanville to sit for a written examination. Applicants who have successfully sat for the Juvenile Hall Counselor exam within the last six months can submit written proof in lieu of the test.

HOW TO APPLY

It is your responsibility to provide specific, accurate and complete information describing how you met the minimum qualifications. An application is available in the application center from the Personnel Office listed below, and available at our website at: <http://lassencounty.org> .Qualified applicants are invited to submit an official Lassen County application to:

Lassen County Personnel Department
221 South Roop Street
Susanville, California 96130

 (530) 251-8320 

Opened March 29, 2018

☞ GENERAL INFORMATION ☜

Lassen County is an equal opportunity employer hiring employment eligible applicants. Disabled applicants who require special testing arrangements should contact the Personnel Department prior to the filing deadline.

In accordance with the Immigration Reform and Control Act, applicants must provide acceptable proof of identity or authorization to work in the United States.

A thorough background investigation will be conducted. The investigation may include reference checks, fingerprinting, credit check, driver history and inquiry to local, state and federal files to obtain criminal history information.

All applicants who meet the minimum qualifications are *not* guaranteed advancement through any subsequent phase of the selection process.

Selection processes may include, but are not limited to, one or more of the following: application review, competitive screening, written examination, performance examination, and/or oral examination.

This bulletin is solely for the purpose of announcing a job opening. It does not constitute a contract, expressed or implied, and any provisions contained herein may be modified or revised without notice.