



## EMPLOYMENT OPPORTUNITY

# JUVENILE HALL COUNSELOR III

**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.**

### **SALARY AND BENEFITS**

\$18.90- \$22.72 hourly plus benefits package

### **FILING DEADLINE**

5:00 p.m., February 22, 2019

### **DUTIES AND RESPONSIBILITIES**

*The Juvenile Hall Counselor provides for the counseling, care, welfare and custody of the wards of Juvenile Hall and performs related work as required. The major duties of the job include:*

- Assure the assignments and directions of the Supervisory Juvenile Hall Counselor are completed.
- Assists in the training of staff.
- May attend and participate in Juvenile Hall and Probation Office staff meetings; may participate in 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 policies and procedures of the Juvenile Hall.
- Consult with supervisor regarding the conduct, attitudes and special problems of juveniles.
- Receive in-service training in and perform duties of a Deputy Probation Officer I as assigned.
- Assist in the planning, organization and leadership for 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.
- Observe and record information concerning juveniles' behavior, attitude, appearance, interests and skills; maintain necessary logs and reports.
- When necessary, make determinations regarding admission/non-admission to the Juvenile Hall or referral to other placement options regarding juveniles brought to the facility, in accord with detention criteria established by the Probation Department
- May assist in housekeeping chores, transporting juveniles as necessary and other duties.

### **MINIMUM QUALIFICATIONS**

**Education:** Equivalent to an AA degree with major course work in behavioral science, criminal justice or a related field.

**Experience:** One year of experience comparable to that obtained as a Juvenile Hall Counselor II with Lassen County.

- Licenses and Certifications:**
1. Possession of PC 832 training certificate
  2. Current Basic First Aid and CPR certificates
  3. Must have completed Corrections Standards Authority course for counselors and maintained continuing training during active employment.

**Special Requirements:**

1. Must be at least 21 years of age and a US citizen or permanent resident alien eligible and having applied for US citizenship.
2. Must have no prior felony convictions unless fully pardoned and Must be of good moral character as determined by a thorough examination of background, including fingerprint check
3. Must be able to pass physical and psychological examination.
4. Must be willing and available to work nights, weekends and holidays
5. Must pass psychological and physical examination according to CSA standards.

## 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 may be obtained from the Personnel Office listed below or by visiting 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 February 7, 2019

### ☞ 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.