

## **DETENTION HOME COUNSELOR II**

**31110**

**(Competitive)**

### **DISTINGUISHING FEATURES OF THE CLASS**

The work involves responsibility for the overall activities on an assigned shift at the Hillbrook Detention Home and for supervising a small number of employees engaged in overseeing the activities of delinquent juveniles detained in the facility. An employee in this class is responsible for maintaining discipline and for carrying out a prescribed program of activities during the assigned shift. Duties include keeping routine records of all activities and unusual occurrences which happen during the assigned shift. Supervision is exercised over Detention Home Aides by observation of the methods and procedures used in carrying out the activities of the program. Work is performed under general supervision of an administrative superior and is reviewed through conferences and by observation. Does related work as required.

### **TYPICAL WORK ACTIVITIES**

Directs and supervises a number of Detention Home Aides on an assigned shift who are engaged in overseeing the activities and maintaining the discipline of a group of delinquent juveniles.

Uses personal judgment to evaluate and assess resident juvenile behaviors and conditions that could warrant the need for intervention from medical, psychiatric or social work staff and makes referrals to appropriate staff as needed.

Assists social work staff in the assessment of newly admitted youth for each of the first seven days of stay and completes related documentation.

Plans and organizes a program of recreational activities for children at the facility.

Supervises the processing of new admissions by completing required forms, searching children for concealed weapons and contraband materials, issuing clothes, assigning quarters, etc.

Oversees and/or performs housekeeping chores such as cleaning, maintenance, meals, laundry, etc.

Instructs and provides orientation to new Detention Home Aides; explains, reviews and clarifies the duties of their positions and the rules and regulations of the institution.

Confers with administrative personnel on behavior and adjustment problems encountered.

Keeps daily log of activities during the assigned shift; brings significant matters or problems to the attention of the administrative superior and the supervisor of the next shift.

### **FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS**

Thorough knowledge and understanding of the methods and techniques used in enforcing institutional discipline.

Thorough knowledge of the principles and practices of group leadership and recreation, and a variety of games, sports and crafts.

Good knowledge of child and adolescent behavior.

Good knowledge of the rules, regulations and procedures.

Good knowledge of basic institutional safety and security policies and procedures.

Ability to gain and hold the confidence of, and to maintain sympathetic and understanding attitudes towards delinquent juveniles.

Ability to plan, assign and supervise the work of subordinates.

Ability to enforce regulations with firmness, tact and impartiality.

Ability to keep records and make oral and written reports.

Ability to understand and follow oral and written instructions.

### **MINIMUM QUALIFICATIONS**

Promotion:

One (1) year of permanent competitive class status in the title of Detention Home Counselor I.

Open Competitive:

A. Five (5) years of paraprofessional or professional level work experience or its part time equivalent, one (1) year of which must have included supervising youth in a detention center.

03/12 Revised