

Job Class Code: 7571	FLSA Status: Non-exempt
Pay Basis: Salary (Annual)	EEO Category: 2

GENERAL DESCRIPTION OF CLASS

The purpose of the class is to supervise and counsel juveniles involved in a detention program. The class is responsible for crisis intervention, counseling, recreational activities, the basic needs and safety of assigned children, and intern supervision. The class works according to some procedures; decides how and when to do things under general supervision.

TYPICAL TASKS

- Interviews, screens, and counsels juveniles for admission into detention program; assesses resident needs and develops service plans; conducts orientation to detention.
- Monitors daily activities of juveniles to ensure a safe, secure living environment; maintains behavioral norms for residents utilizing accepted behavioral management principles.
- Admits incoming juveniles; conducts orientation, prepares records, and performs strip searches.
- Provides individual and group counseling for residents and families; performs crisis intervention.
- Prepares assessments or reappraisals of complex properties to assist staff and maintain efficiency.
- Assist in the transporting residents to and from appointments.
- Serves as a med-aide in the clinic.
- Prepares behavioral evaluation summaries for affiliated agencies.
- Distributes and supervises consumption of medication.
- Maintains assigned case management files, documents, and records/logs on activities for assigned area of responsibility; prepares court reports.
- Plans, coordinates, and supervises individual and group recreational activities for juveniles.
- Supervises and directs interns; assists with training of sub-professionals in practices of interviewing and counseling in secure residential care.
- Cleans living units daily; orders and picks up trays for meals, takes out trash, cleans floors, and passes out snacks.
- Coordinates and counsels residents on court-ordered release plans.
- Completes daily audit of needed maintenance repairs.
- Conducts strip searches after resident outings and visits; conducts nightly showers; counts property and inventories personal belongings; assists with homework assignments.
- Performs other related duties as assigned.

GENERAL STANDARDS

Data Involvement	Gathers, organizes, analyzes, examines, or evaluates data or information and may prescribe action based on such data or information.
Interpersonal/People Involvement	Persuades or influences others in favor of a service, point of view, or course of action; may enforce laws, rules, regulations, or ordinances.
Reasoning Requirements	Performs skilled work involving rules/systems but solves problems almost constantly.
Mathematical Requirements	Performs addition and subtraction, multiplication and division, and/or calculates ratios, rates and percents.
Language Requirements	Reads technical instructions, procedures manuals, and charts to solve practical problems; composes routine reports, forms, and business letters; speaks compound sentences using normal grammar and word form.

Mental Requirements	Performs specialized technical or entry level professional work requiring general understanding of operating policies and procedures and their application to problems not previously encountered; applies specialized technical or professional principles and practices in the solution of problems; requires normal attention with short periods of concentration for accurate results and occasional exposure to unusual pressure.
Decisions/Supervisory Control	Directs actions of others, making decisions almost constantly, affecting coworkers, juveniles, and others in the general public.

EDUCATION, EXPERIENCE, AND SPECIAL REQUIREMENTS

Vocational/Educational Requirement	Requires any combination of education and experience equivalent to a bachelor's degree in psychology, sociology, criminal justice, special education, or a closely related field.
Experience	In addition to satisfying the vocational/educational standard, this class requires a minimum of two years of related, full-time equivalent experience.
Special Certifications and Licenses	Requires a valid driver's license and a driving record that is in compliance with City Driving Standards. Requires Handle With Care, CPR, and First Aid certifications.
Special Requirements	Employees may be expected to work hours in excess of their normally scheduled hours in response to short-term department needs and/or City-wide emergencies. Emergency operations support work and work locations may be outside of normal job duties.

AMERICANS WITH DISABILITIES ACT (ADA) REQUIREMENTS

The City of Chesapeake is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

This is a class specification and not an individual position description. A class specification defines the general character and scope of duties and responsibilities of all positions in a job classification, but is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.