

## SENIOR GROUP COUNSELOR

### Definition

Under general supervision, to assist with the operations of a detention facility; to be responsible for the care, custody, behavior and welfare of a group of detainees; and may act as a group leader in guiding and directing the activities of lower level staff and coordinating recreational, work and counseling programs; to initiate the rehabilitation process by providing guidance and counsel.

### Distinguishing Characteristics

The Senior Group Counselor is the advanced-journey level in the Group Counselor series. Positions in this class are located in Juvenile Hall or in various programs within the Probation Department.

The Senior Group Counselor class is distinguished from the Group Counselor II class in that the duties of the Group Counselor II class are primarily confined to a detention facility, whereas the Senior Group Counselor class is assigned to more complex specialized programs and may be assigned lead duties.

The Senior Group Counselor is further distinguished from the Supervising Group Counselor in that the Supervising Group Counselor is assigned full supervision of subordinate staff and the operations of a detention facility.

### Typical Tasks

- Assists detainees in obtaining proper documentation in the community and assists in job and educational placement;
- Supervises the conduct of and maintains the security of detainees by taking periodic counts and by the surveillance of activities; including the supervision of detainees assigned to work crews and facility maintenance activities, ensures that work is performed properly;
- Admits visitors with proper credentials within the authorized regulations and time schedule and advises them on the rules and procedures;
- Assists in developing and coordinating training curriculum for staff;
- Reviews proposals and curricula of potential vendors and assists in the annual evaluation of vendors;
- May train, provide guidance and feedback, and assign tasks to lower level staff; reports progress to Supervising Group Counselor;
- Assists with reviewing and updating Juvenile Hall procedures;
- Assists in the development and implementation of the Juvenile Hall Quality Assurance program;
- Maintains living and supervision standards as defined by the Board of State and Community Corrections Title 15 Minimum Standards for Juvenile Facilities. This includes but is not limited to: Education, Recreation, Health Care, and Child Supervision;
- Maintains the cleanliness, security and safety of the facility at all times; may collect and transport refuse from the unit to a central location, inspects windows, keeps doors locked when not in use, keeps count of detainees as required, and is constantly alert for attempts to escape;
- Conducts searches and confiscates weapons and other contraband articles; reports infractions of rules and regulations and irregular and suspicious occurrences;
- Performs admitting and releasing operations and completes the necessary booking and record work; registers and stores personal belongings; checks for marks, bruises and infection; outfits detainees

with clothing; instructs on institution regulations and routines; supervises detainees and visitors during visitation periods;

- Transports and supervises detainees to other locations where their presence is required;
- Prepares and maintains all required treatment records, reports, memorandums, forms, logs, letters, and other documents related to the detainees' attitudes, behavior, appearance, interests, skills, progress, and needs, including those who are classified under specific risk standards;
- May review and assist in developing detainee's care plan; refers and ensures detainee receives appropriate services through contracted community-based organizations;
- Attends and participates in multi-disciplinary team meetings and/or briefings to acquire, solicit or share pertinent information as required; assists with coordinating multi-disciplinary team meetings as needed;
- Meets with individuals and counsels a small assigned group for detainees to gain insight into him/herself in relationships to family, peers, and adults; discusses techniques and problems with supervisory and resource personnel;
- Observes and evaluates behavior and expressed attitudes of detainees; monitors and gives feedback on detainee's daily performance;
- Applies physical/mechanical restraint techniques and utilizes departmental approved chemical agent when authorized;
- Plans, develops, instructs and supervises recreation and leisure time events and activities for detainees to facilitate change in anti-social behavior and attitudes;
- Conducts ongoing group or individual counseling sessions, including counseling detainees on special problems relative to their stay in the institution or on community release program; writes behavioral and observational reports;
- Provides surveillance in the community for those on electronic monitoring and community release program;
- Conducts rehabilitative programming for detainees, based on evidence-based practices, such as anger management, gang awareness, drug awareness, employment searches, college application, health realization, building positive pro-social skills, culinary skills, parenting skills;
- Supervises detainees in school setting; assists and encourages detainees to attend and to participate in the classroom;
- May review and assist in developing detainee's care plan; refers and ensures detainee receives appropriate services through contracted community-based organizations;
- Collaborates with other County departments, the public, families, law enforcement agencies, and representatives of community-based organizations and other outside agencies;
- Recognizes signs of health problems, suicide risk, assaults, etc., and takes appropriate action to protect the well-being of detainees; renders first aid as needed;
- May provide cognitive therapeutic approaches and strategies for modifying anti-social behavior; this can include but is not limited to , Brief Intervention Tools (BITS), Behavior Modification programs rooted in Positive behavior Interventions and Supports, Motivational Interviewing and Four Core Competencies;
- May make arrests;
- May appear in court to testify;
- May be assigned as a Disaster Service Worker, as required;
- Performs related duties as required.

Employment Standards

Completion of 90 semester or 135 quarter college units;

And

Two (2) years of experience equivalent to the classification of Group Counselor II in the County of Santa Clara.

Special Requirements

- Must be a citizen of the United States or a permanent resident who is eligible for and has applied for citizenship. (Government Code 1031-1031.5);
- Possession of a valid California Driver's License prior to appointment and the ability to qualify for and maintain a County driver authorization;
- Possession of current CPR/First Aid certificate prior to appointment;
- Any felony conviction and/or a conviction outside of California that would be considered a felony in this State is disqualifying;
- Must pass a complete background investigation;
- Must successfully complete the training requirements prescribed by the California Penal Code 832 (PC 832 Core Course) within one year of appointment or vacate position;
- Must successfully complete the training requirements prescribed by the Standards and Training for Corrections (Juvenile or Adult Corrections Officer Core Course) within one year of appointment or vacate position.

Knowledge of:

- Basic laws, codes and regulations governing local, penal and institutional procedures;
- The cultural groups present in Santa Clara County;
- Principles and general psychology and behavior patterns of detainees and the causes of crime and delinquency;
- First aid practices;
- Recreational and leisure time activities;
- Proper utilization and maintenance of a variety of tools utilized for work program;
- Principles and practices of the care, safety and custody of detainees;
- English language usage, spelling, grammar and punctuation;
- Personal computers and common office applications.

Ability to:

- Train, coach and provide guidance to lower level staff;
- Ensure safety and security of detainees and staff in the facility;
- Maintain firm discipline in a fair and tactful manner;
- Prepare concise reports;
- Cope with hostility and aggressive behavior;
- Model and maintain positive and pro-social behavior;
- Establish and maintain effective working relationships with others;
- Communicate effectively, orally and in writing;

- Aide in the rehabilitation of detainees;
- Control, direct, and instruct in the activities of a group of detainees and secure their respect and confidence;
- Counsel both groups and individual;
- Complete training in the application of physical/mechanical restraint techniques;
- Supervise structured housekeeping and recreational activities appropriate to a detention setting.

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