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| <b>Job Class Code: 7570</b>       | <b>FLSA Status: Non-exempt</b> |
| <b>Pay Basis: Salary (Annual)</b> | <b>EEO Category: 2</b>         |

**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, and the basic needs and safety of assigned children. 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.
- Physically restrains unruly residents to prevent self-injury and ensure the safety of other residents, staff and visitors.
- 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.
- 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.
- Counsels juveniles on court orders/releases.
- Counts property and inventories personal belongings.
- Completes daily audit of needed maintenance repairs.
- Conducts strip searches after resident outings and visits; conducts nightly showers.
- Performs other related duties as assigned.

**GENERAL STANDARDS**

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| <b>Data Involvement</b>                 | Summarizes, tabulates, or formats data or information in accordance with a prescribed schema or plan.  |
| <b>Interpersonal/People Involvement</b> | Persuades or influences others in favor of a service, point of view, or course of action; may enforce laws, rules, regulations, or ordinances.   |
| <b>Reasoning Requirements</b>           | Performs skilled work involving rules/systems but solves problems almost constantly.   |
| <b>Mathematical Requirements</b>        | Performs addition and subtraction, multiplication and division, and/or calculates ratios, rates and percents.  |
| <b>Language Requirements</b>            | 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. |

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| <b>Mental Requirements</b>           | Performs clerical, manual, and technical tasks requiring a wide range of procedures and requiring intensive understanding of a restricted field or complete familiarity with the functions of a unit or small division of an operating agency; requires normal attention with short periods of concentration for accurate results or occasional exposure to unusual pressure. |
| <b>Decisions/Supervisory Control</b> | Directs actions of others, making decisions almost constantly, affecting coworkers, juveniles, and others in the general public.  |

#### **EDUCATION, EXPERIENCE, AND SPECIAL REQUIREMENTS**

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| <b>Vocational/Educational Requirement</b>  | Requires high school diploma and formal training or special courses equivalent to satisfactory completion of one year of college education in criminal justice, law enforcement or a closely related field.   |
| <b>Experience</b>                          | In addition to satisfying the vocational/educational standard, this class requires a minimum of six months of related, full-time equivalent experience. Preferred experience participating in group counseling sessions in a group home, detention center, or non-secure residential setting. |
| <b>Special Certifications and Licenses</b> | 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 within 45 days of hire.  |
| <b>Special Requirements</b>                | 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.*