

CSC Adopted: October 2001, CSC Revised: _____

Class Title: Child Counselor II

BRIEF DESCRIPTION OF THE CLASSIFICATION:

Performs case management, counseling and therapeutic support functions for behaviorally or emotionally impaired youth assigned to bureau facilities. Requires intervention with youth from the earliest point of contact with Juvenile Justice System. Provides individual and family counseling. Performs related duties as required.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the classification. The following examples do not identify all duties performed by any single incumbent. Specific requirements of individual positions are described in the Job Description.

| Physical Strength Code | | ESSENTIAL FUNCTIONS |
|------------------------|---|---|
| 1 | L | Provides assessment, evaluation and treatment to impaired youth by assessing the needs of the youths and families within the specified time period of arrest or petition, interviewing children and families, assessing and evaluating needs and developing treatment plans based on the assessments. |
| 2 | L | Provides case management by serving as counselor, home based worker, treatment facilitator, advocate, mentor and resources specialist for offenders and their families making referrals to the appropriate agencies and monitoring treatment. |
| 3 | L | Provides individual and family counseling by holding individual and family sessions to reunite youths with family members and handling crisis situations and conflicts. |
| 4 | S | Performs related duties by referring internal and external agency resources for treatment services, training personnel and coordinating special activities. |

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CLASS REQUIREMENTS:

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|--|---|
| Formal Education / Knowledge | Work requires broad knowledge in a general profession or technical field. Knowledge is normally acquired through four years of college resulting in a Bachelor’s degree or equivalent |
| Experience | One year of experience as a child counselor. |
| Certifications and Other Requirements | Valid Driver’s License may be required depending on assignment. First Aid/CPR Certification, Handle With Care Restraint Certification, Medication Certification. |
| Reading | Work requires the ability to read forms, court documents, evaluations and various reports. |
| Math | Work requires the ability to perform general math calculations such as addition, subtraction, multiplication, division and calculating income limits, average percentages and daily court contacts. |
| Writing | Work requires the ability to write treatment plans, case records, reports, correspondence and statistics. |
| Managerial | Managerial responsibilities include planning and coordinating recreational and community service activities and cultural enrichment activities. |
| Budget Responsibility | N/A |
| Supervisory / Organizational Control | Work requires the occasional direction of helpers, assistants, seasonal employees, interns, volunteers or temporary employees. |
| Complexity | Work requires analysis and judgment in accomplishing diversified duties. Work requires the exercise of independent thinking within the limits of policies, standards, and precedents. |
| Interpersonal / Human Relations Skills | Contacts others within the organization. These contacts may involve similar work units or departments within the City which may be involved in decision making or providing approval or decision making authority for purchases or projects. Works with individuals outside the City who may belong to professional or peer organizations. Working with various state and federal agencies may also be required. Vendors and suppliers may also be called upon for information on purchases, supplies or products. Meetings and discussions may be conducted with customers, brokers and sales representatives. |

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OVERALL PHYSICAL STRENGTH DEMANDS:

| Sedentary | Light X | Medium | Heavy | Very Heavy |
|---|---|---|--|---|
| S = Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time | L = Light Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree. | M = Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly. | H = Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly. | VH = Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly. |

PHYSICAL DEMANDS:

| | | | | |
|--|--|--|--|----------------------------|
| C = Continuously 2/3 or more of the time. | F = Frequently From 1/3 to 2/3 of the time. | O = Occasionally Up to 1/3 of the time. | R = Rarely Less than 1 hour per week. | N = Never Never occurs. |
|--|--|--|--|----------------------------|

This is a description of the way the job is currently performed; it does not address the potential for accommodation.

| PHYSICAL DEMANDS | FREQUENCY CODE | DESCRIPTION |
|------------------|----------------|---|
| Standing | F | Making presentations, supervising group activities |
| Sitting | F | Desk work, driving |
| Walking | F | Supervising clients, to and from client sites |
| Lifting | O | Supplies and equipment |
| Carrying | O | Supplies and equipment |
| Pushing/Pulling | R | File drawers, carts, equipment |
| Reaching | F | For supplies |
| Handling | F | Paperwork |
| Fine Dexterity | F | Computer keyboard, writing |
| Kneeling | O | During recreational activities |
| Crouching | O | Retrieving items from lower shelves |
| Crawling | N | |
| Bending | O | Retrieving supplies from lower shelves |
| Twisting | O | During recreational activities |
| Climbing | F | Stairs |
| Balancing | N | |
| Vision | C | Reading, computer monitor, driving |
| Hearing | C | Communicating with personnel and clients and on telephone |
| Talking | C | Communicating with personnel and clients and on telephone |
| Foot Controls | F | Driving |
| Other (specify) | N | |

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MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:

Fax machine, telephone, copier, calculator, cell phone, overhead projector, TV, cameras, radio, vehicle, vacuum cleaner, computer, printer

ENVIRONMENTAL FACTORS:

| | | | | |
|-----------|----------------------------|-----------------------------|----------------|-----------|
| D = Daily | W = Several Times Per Week | M = Several Times Per Month | S = Seasonally | N = Never |
|-----------|----------------------------|-----------------------------|----------------|-----------|

| HEALTH AND SAFETY | | ENVIRONMENTAL FACTORS | |
|--------------------------|---|---------------------------|---|
| Mechanical Hazards | N | Dirt and Dust | S |
| Chemical Hazards | M | Extreme Temperatures | D |
| Electrical Hazards | N | Noise and Vibration | D |
| Fire Hazards | N | Fumes and Odors | S |
| Explosives | N | Wetness/Humidity | S |
| Communicable Diseases | D | Darkness or Poor Lighting | N |
| Physical Danger or Abuse | D | | |
| Other (see 1 below) | N | | |

| PRIMARY WORK LOCATION | |
|-----------------------|----|
| Office Environment | -- |
| Warehouse | -- |
| Shop | -- |
| Vehicle | -- |
| Outdoors | -- |
| Other (see 2 below) | X |

- (1)
- (2) Detention facility

PROTECTIVE EQUIPMENT REQUIRED:

Gloves, biohazard protection kit

NON-PHYSICAL DEMANDS:

| | | | | |
|---|---|---|---------------------------------------|-------------------------|
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|---|---|---|---------------------------------------|-------------------------|

| NON-PHYSICAL DEMANDS | |
|---|---|
| Time Pressures | F |
| Emergency Situations | O |
| Frequent Change of Tasks | F |
| Irregular Work Schedule/Overtime | F |
| Performing Multiple Tasks Simultaneously | F |
| Working Closely with Others as Part of a Team | F |
| Tedious or Exacting Work | O |
| Noisy/Distracting Environment | F |
| Other (see 3 below) | N |

- (3)