

CSC Adopted: October 2001, CSC Revised: \_\_\_\_\_

**Class Title: Child Counselor III**

**BRIEF DESCRIPTION OF THE CLASSIFICATION:**

Provides supervision and care of at-risk adolescents through counseling, service plans, maintaining discipline, daily and weekly logs, home visits, supervising daily chores and recreational activities, daily transportation, and conducting drug screening. Assists with treatment program with therapeutic approaches and designed to elicit client behavior changes while being in a controlled environment to promote more successful return to community. Ensures public safety through the control and supervision of those residents in secure custody. Job duties may be group home, and other non-residential program.

**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 | Maintains safety and security by supervising youth and staff, monitoring security cameras, responding to violent situations and implementing and enforcing policies and procedures.                    |
| 2                      | L | Provides direct supervision of clients by observing clients' daily routine inside and outside the facility and transporting them to and from school, home, doctors appointments, court, and hospitals. |
| 3                      | L | Participates in counseling by leading or facilitating groups, activities, and interventions.   |
| 4                      | S | Documents daily and weekly contacts by writing weekly and quarterly reports and court reports to be provided to the courts.  |

CSC Adopted: October 2001, CSC Revised: \_\_\_\_\_

**CLASS REQUIREMENTS:**

| <b>CLASS REQUIREMENTS</b>              |  |
|--|--|
| 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                             | Two years as a child counselor.  |
| Certifications and Other Requirements  | Valid Driver’s License may be required depending on assignment. First Aid/CPR Certification, Crisis Intervention Certification, Food Handlers License  |
| Reading                                | Work requires the ability to read social histories, policies and procedures, manuals, evaluations, reports and legal documents.  |
| Math                                   | Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division.   |
| Writing                                | Work requires the ability to write various reports, letters, summaries and notes.  |
| Managerial                             | Managerial responsibilities include organizing and planning presentations and group activities.  |
| Budget Responsibility                  | N/A  |
| Supervisory / Organizational Control   | Work requires functioning as a lead worker performing essentially the same work as those directed, and includes overseeing work quality, training, instructing, and scheduling work.   |
| 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. |

CSC Adopted: October 2001, CSC Revised: \_\_\_\_\_

**OVERALL PHYSICAL STRENGTH DEMANDS:**

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

**PHYSICAL DEMANDS:**

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

CSC Adopted: October 2001, CSC Revised: \_\_\_\_\_

**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:**

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

| 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)