

KANE COUNTY - JOB DESCRIPTION

JOB TITLE: Youth Counselor
Non-Exempt

JOB CODE: 34005
DEPARTMENT: Juvenile Justice Center

GENERAL SUMMARY

Under the supervision of the Assistant Superintendent of the Juvenile Justice Center and the Supervisors of the Juvenile Justice Center, the Youth Counselor will be responsible for the safe, humane, and secure treatment of the minors housed at the Kane County Juvenile Justice Center. Counselors supervise minors held in secure detention for the safety and security of both the minor and community.

PRINCIPLE DUTIES AND RESPONSIBILITIES

1. Supervise and counsel minors placed in the Juvenile Justice Center.
2. Plans, organizes, and supervises structured time activities using curricula based on Cognitive-Behavioral principles.
3. Participates in recreation, leisure, and group activities.
4. Observes behavior of individuals and groups and responds according to current policy and operating procedures.
5. Maintains an environment which offers safety and security for the resident and staff.
6. Cooperates with co-workers in planning and utilizing the daily schedule.
7. Processes admissions, which includes searching and showering.
8. Conducts strip searches and pat down searches of residents on an as-needed basis; this may also include strip searches and pat down searches of gender non-conforming residents as needed.
9. Showers residents on a scheduled hygiene basis.
10. Conducts urinalysis collection from residents for testing; this may also include urinalysis collection from gender non-conforming residents for testing.
11. Escorts residents to and from their rooms and securing them in proper attire.
12. Successfully completes other job related tasks as directed by the Assistant Superintendent and/or Supervisors of the Juvenile Justice Center.
13. Achieves departmental objectives and performs the above duties within established operating procedures and policies.
14. Remains abreast of recent developments in the field of juvenile detention and treatment.
15. Continually assesses methods to improve service delivery.
16. Undertakes special projects as directed by the Assistant Superintendent and/or Supervisors.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED

1. Obtained a Bachelor of Arts or Bachelor of Science Degree from an accredited college or university.
2. Ability to communicate verbally and in writing with minors housed at the Juvenile Justice Center and detention personnel.
3. Requires analytical decision-making skills and problem analysis skills necessary to handle a diverse group of minors; including racial, ethnic, religious and LGBTQ differences of minors housed at the Juvenile Justice Center.
4. Requires interpersonal sensitivity to cultural and environmental differences found in minors from a variety of backgrounds.
5. Ability to plan and organize daily activities for the minors.
6. Develops and maintains positive working relationships with allied agencies and other interested groups within the community (Fox Valley area).
7. Requires fact-finding abilities in order to complete reports and comply with applicable statutes.
8. Ability to transport oneself in order to accomplish job performance requirements as dictated by Court Services policies and procedures and AOIC requirements.
9. Bilingual (English/Spanish) language skills preferred.

PHYSICAL DEMANDS OF THE ESSENTIAL FUNCTIONS

Handling objects, talking, hearing, vision near and far are required 75% or more per shift. Standing, reaching, lifting, and fingering objects is required about 50% of the time. Walking, sitting, using legs to ascend and descend and carrying objects weighing 10 lbs or less is required about 25% of the time. Stooping, balancing, bending, twisting, feeling, pushing objects weighing 10 lbs or less and medium intensity fingering is required about 10% of the time. The following may be required in unusual or non-routine situations. Kneeling, crouching, crawling, running, climbing, grappling, lifting objects including people that weigh 100 lbs or greater, pushing or pulling objects or people that weigh up to 100 lbs or more and handling objects (not including people) with medium intensity.

WORKING ENVIRONMENT WHILE PERFORMING ESSENTIAL FUNCTIONS

Staff are inside, protected from outside weather conditions 75% or more of the time. Poor ventilation, dust and potential physical attacks are present also for 75% or more of the time. Exposure to or contact with chemicals and water or liquids are present for about 25% of the time. Staff are outside with no protection from the weather as well as being exposed to vehicle vibrations and other fast moving vehicles about 10% of the time. In unusual situations staff are exposed to dramatic changes in temperature, very humid conditions, high noise levels, odors, fumes, burns and exposure to mechanical and electrical hazards.

EQUIPMENT USED TO PERFORM ESSENTIAL FUNCTIONS

Computers, Calculator, Copy Machine, Camera, Brooms, Screwdrivers, Juvenile Justice Center Vehicles, Metal Detectors, Cuffs, Shackles, 2-Ways Radios, First Aid Equipment, Cooking Utensils, Ovens, Food Warmers, Security equipment, Telephones, Audio and Video Monitors, and Fire Safety Equipment.

REPORTING RELATIONSHIPS

Reports To: Assistant Superintendent and Supervisors

Directs Work Of: Residents

HIRING CONTINGENCY

After an offer of employment is extended to a specific candidate, said candidate’s hiring is contingent upon the candidate obtaining a tuberculosis screening test.

All employees, including those with a history of Bacillus of Calmette and Guerin (BCG) vaccination, should receive a “Two-Step” Mantoux tuberculin skin test unless a previously positive reaction can be documented. The Two-Step must be performed at the Kane County Health Department or a personal physician at a nominal cost to the employee. Documentation of the test results must then be provided to Court Services Administration.

Individuals with active pulmonary or laryngeal TB will not return to work until there is definite proof of lack of infectivity in respect to negative cultures and negative sputum smears. Documentation of the test results must then be provided to Court Services Administration.

All employees with negative PPDs will be retested annually by Kane County Health Department.

In compliance with the Prison Rape Elimination Act (PREA), perspective employee:

- has been cleared through a criminal background check
- has been cleared through State child abuse registry
- has no previous conviction or substantiated allegations of sexual abuse

BLOODBORNE PATHOGEN RISK CODE: Yes

RECEIPT AND APPROVAL

Employee Name (Print)	Employee Signature	Date
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Name (Dept. Hd./Elected)	Title	Date
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