

LANE COUNTY
*K002B
Established 01/30/91
Updated 11/30/05
Bilingual Adjunct
Established 04/16/09

JUVENILE COUNSELOR 2 - Bilingual

DEFINITION

To perform professional casework for potential, alleged, or adjudicated juvenile offenders involving assessment, investigation, counseling, supervision and placement; and to perform related duties as assigned.

CLASS CHARACTERISTICS

This is the journey level class within the Juvenile Counselor series. Incumbents are expected to perform the full range of duties as assigned and work with the most demanding and complex cases. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, and they are fully aware of the operating procedures and policies within the work unit.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned staff.

EXAMPLES OF DUTIES - Duties may include, but are not limited to the following:

Independently conducts intake, pre-hearing and post-hearing investigation of youths referred to the department for violations of the law; conducts interviews with the youth; places juvenile in temporary living situations.

Decides initial disposition of cases; collects diagnostic and historic information; refers youth to appropriate agency or resource; initiates and prepares treatment plans.

Independently develops a culturally competent and gender specific plan for each youth, and periodically evaluates its effectiveness.

Supervises youth on case plans; monitors daily activities of juveniles including school attendance and performance, treatment compliance, community service work, restitution payment and other community activities.

Prepares assessment reports, petitions, conditional releases, summons, probation agreements and other relevant legal or court documents and makes recommendations to the courts.

LANE COUNTY
Juvenile Counselor 2 – Bilingual (continued)

EXAMPLES OF DUTIES: (con't)

Provides comprehensive family counseling and crisis intervention; provides comprehensive individual counseling for youths and instruction in basic skills such as job finding, communication, decision making and goal planning.

Coordinates the communication between the Department of Youth Services and the schools, multicultural service agencies, treatment facilities, medical personnel, Department of Human Services, parents and other agencies providing supervision or services for youths to outline and monitor treatment and care programs.

Receives custody of youth from law enforcement and courts; preserves the security and safety of assigned areas; physically restrains youth, as needed; assists detained youth in coping with incarceration; devises and administers appropriate reinforcements and sanctions for positive behavior.

Arranges for space and transports admitted juveniles to detention facilities; accompanies youth to and from Detention, Court, home, placement facilities, schools, and appointments.

Guides youth and their families through the court process; confers with parents; conducts home visits and evaluations.

Facilitates and participates in treatment team assessments and care staffing; maintains accurate case records.

Develops and improves Evidence-Based programs for youth and Cognitive Behavioral Training; updates current department programs with Best Practice Information and Interventions.

Develops and maintains database and network of community programs, resources, and services.

Trains students and volunteers.

MINIMUM QUALIFICATIONS

Knowledge of:

Comprehensive theories, methods and techniques used in individual or family counseling.

Behavior and adjustment problems in juveniles, and methods of treating them.

Comprehensive principles and practices of psychology, social work, and case management as they relate to child and adolescent development, treatment and family structure.

LANE COUNTY
Juvenile Counselor 2 – Bilingual (continued)

Knowledge of: (con't)

Criminal law; juvenile law; juvenile court policies and procedures; confidentiality laws, and relevant state laws, rules and regulations.

Statewide and local correctional and social service agencies and their programs, practices and procedures.

Available community and multicultural resources.

Comprehensive interviewing and assessment procedures and techniques, testing procedures and use of various diagnostic tools and intervention strategies.

Business letter writing and basic report preparation techniques; English usage, spelling, grammar, and punctuation.

Evidence-Based programs for youth; Best Practice Information and Interventions including knowledge on provision of culturally competent and gender specific services.

Ability to:

Develop and evaluate complex treatment plans.

Make accurate assessments of children's behavior and attitudes and choose appropriate courses of action based on this assessment.

Prepare and present court reports or legal documents and maintain accurate case records.

Gain cooperation through discussion and persuasion of people from various socio/economic backgrounds who may be hostile and/or aggressive or have emotional disorders.

Objectively evaluate information and make appropriate decisions.

Establish and maintain effective working relationships with those contacted in the course of work, including other professionals, community members and clients.

Teach basic life and self-help skills.

Communicate clearly and concisely, both orally and in writing, and work effectively with youth and families from diverse backgrounds.

LANE COUNTY
Juvenile Counselor 2 – Bilingual (continued)

Ability to: (con't)

Maintain discipline and orderly conduct.

Utilize community resources, including multicultural services.

Experience and Training

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in social work. A Master's degree in social work or a related field is preferred.

Experience:

Two years of responsible social work experience involving work with juvenile offenders and the Juvenile Court system.

An equivalent combination of experience and training that will demonstrate the required knowledge and abilities is qualifying.

Special Requirements:

Possession of a valid Oregon driver's license at the time of appointment, if required to drive. Depending on area of assignment, certification may be required for coordination of specialized program services.

Bilingual adjunct approved by HR Director 04/16/09.

Memo outlining unflexing of classification (previous title: Juvenile Counselor 1-2) and deminimus changes approved by County Administrator 11/30/05.

JUVENILE COUNSELOR 2 – Bilingual "B"

Language - Spanish

DEFINITION:

To assist in providing bilingual communication with Limited English Proficient (LEP) persons. Individuals in these classifications do more than self-identify; they have successfully passed a test demonstrating proficiency in both English and the other language administered by the County. The need for the use of the second language in the performance of job duties in this classification has been identified.

EXAMPLES OF DUTIES:

In addition to the regular knowledge, skills, and abilities required of the employee's main classification, the bilingual duties of this adjunct classification may include, but are not limited to the following:

- Interpreting between English speakers and LEP persons.
- Orally translating documents
- Providing oral assistance
- Providing written assistance, including some written document translation

MINIMUM QUALIFICATIONS:

Knowledge of:

Both languages, demonstrating the ability to convey information in both languages quickly and accurately.

Ability to:

- Communicate clearly and concisely.
- Maintain confidentiality of communications.

EXPERIENCE AND TRAINING:

An equivalent combination of experience and training or demonstrated abilities qualifying the employee or applicant to perform the duties described herein. These skills and abilities may be acquired in various ways; i.e., education and/or bilingual or bicultural experiences.