

LANE COUNTY  
\*K001B  
Established 01/30/91  
Updated 11/30/05  
Bilingual Adjunct  
Established 04/16/09

## **JUVENILE COUNSELOR 1 - 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 entry-level class in the Juvenile Counselor series. This class is distinguished from the Juvenile Counselor 2 by the performance of the more routine tasks and duties assigned to positions within this series, and the complexity of cases assigned. Employees at this level are not expected to perform with the same independence of direction and judgment on matters related to established procedures and guidelines as are positions allocated to the 2 level. Employees work under immediate supervision while learning job tasks.

### SUPERVISION RECEIVED AND EXERCISED

Receives supervision from assigned staff.

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

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

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

Develops a culturally competent and gender specific individual 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.

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Juvenile Counselor 1 - Bilingual (continued)

EXAMPLES OF DUTIES: (con't)

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

Provides family counseling and crisis intervention; provides 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.

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.

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

Maintains database and network of community programs, resources, and services.

MINIMUM QUALIFICATIONS

Knowledge of:

Theories, methods and techniques used in individual or family counseling.

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

Principles and practices of psychology as they relate to child and adolescent development and family structure.

Criminal law; juvenile law; juvenile court policies and procedures; and state laws, rules and regulations regarding juvenile detention and probation.

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Juvenile Counselor 1 - Bilingual (continued)

Knowledge of: (con't)

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

Available community and multicultural resources.

Interviewing techniques and testing procedures.

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

Ability to:

Develop and evaluate 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.

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.

Teach basic life and self-help skills.

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

Maintain discipline and orderly conduct.

Effectively deal with and counsel maladjusted youths and their families and gain their confidence and cooperation.

Secure accurate and personal data, make accurate assessments of a given situation or a given individual, and choose appropriate courses of action.

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Juvenile Counselor 1 - Bilingual (continued)

Experience and Training

Training:

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

Experience:

Six months of 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.

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

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

## **JUVENILE COUNSELOR 1 – 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.