

GROUP COUNSELOR III - DEPARTMENT OF HUMAN SERVICES

Definition:

Under direction, to be the supervisor in charge of an assigned unit or program function in an institution operated by the Kern County Department of Human Services; to be responsible for the supervision, care and custody of a group of minors; and to do related work as required.

Distinguishing Characteristics

Group counselor III is the first level supervisor in the Group Counselor series, with responsibility for planning and directing the work of assigned subordinate staff engaged in overseeing the activities of minors primarily performed at the A. Miriam Jamison Children's Center (JCC), a temporary shelter care facility (TSCF) for abused and neglected minors, licensed by the state of California.

This job classification requires the applicant to be willing to work any eight-hour shift of a 24-hour period and any five out of seven days, including weekends and holidays, and must be willing to work within outlying areas as well as out of County when required.

Essential Functions:

- Plans, assigns, instructs and supervises the work of subordinate staff.
- Physically able to move about the facility in order to maintain minors safety.
- Counsels, comforts and mentors minors regarding individual and family problems.
- Provides orientation for new staff and new residents.
- Interacts with parents, caregivers, other county employees, contracted vendors, law enforcement agencies and public.
- Supervises the work activities, recreation, care of clothing, personal hygiene needs and the conduct of minors in a group living situation.
- Handles routine and confidential paperwork, and creates, merges, retrieves and stores case files.
- Provides de-escalating interventions and crisis communication to prevent injurious behaviors.
- Administers appropriate discipline and setting of limits for unwanted behaviors.
- Conforms to all aspects of Title XXII regulations set forth by the state in Division 6 (Group Homes), and TSCF (Interim Licensing Standards).
- Transports minors to outings, appointments, family visits, court appearances, school or education program, placements and for health needs, including doctor and dentist visits, medication appointments, lab work, and medical clearances, as well as other reasons.
- Supervises court ordered family and minor visits as needed.
- Performs direct supportive services such as shopping for food and clothing, cleaning, laundering, running errands, etc. as needed.

- Assists Social Services Workers and Law Enforcement Agencies by providing transportation of minors placed into protective custody from point of contact to JCC as needed.
- Observes and prepares concise and clear written reports concerning the attitudes, behavior, and adjustment of minors.
- Attends staff conferences, meetings and training sessions.
- Performs related tasks as directed.

Employment Standards:

Completion of two years of college (60 semester units or 90 quarter units), and two years of experience supervising juveniles or adults in a group setting; or any equivalent combination of training and experience. One additional year of college may be substituted for one year of required experience. A valid California Class C driver's license is required at time of appointment.

Knowledge of: The development, behavior, physical and psychological needs of minors; knowledge of Human Services Department programs, policies and procedures. Principles and methods of child care; principles and techniques of counseling; basic report writing; standard English usage for grammar, punctuation, and spelling.

Ability to: Plan, assign, instruct, evaluate and supervise the work of subordinate staff; gain the respect and cooperation of minors; enforce rules and regulations; prepare concise and clear reports. Transport individuals in a county vehicle; follow oral and written instructions; communicate effectively orally and in writing; communicate effectively with persons from a variety of social, cultural and economic backgrounds; work effectively with children and adults in crisis situations; work effectively with physically and/or mentally handicapped persons; recognize signs of abuse and report abuse according to departmental protocol; use both a filing and automated system to input, file and retrieve information; and respect confidentiality.