



# Josephine County, Oregon

## Human Resources Office

Josephine County Courthouse  
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### POSITION DESCRIPTION

Job Title: Group Life Counselor II  
Department: 24 Juvenile  
FLSA Status: Non-Exempt  
Job Code: 262A  
WC Code: 7720  
Effective Date: June 9, 2000  
Last Revised: November 24, 2020  
Pay Grade: A15  
Union: AFSCME

#### SUMMARY

Josephine County Juvenile Justice Department provides residential program and detention services to youth in Josephine and neighboring counties. The Residential Program, Turning Point Residential, is a statewide resource that operates under the Behavioral Rehabilitative Services (BRS) federal guidelines. Josephine County Juvenile Detention operates under the Oregon Revised Statutes. Both programs utilize Trauma Informed Care, provide services which include evidence-based programming, cognitive behavioral treatment programming, educational services, mental health services, and medical services. Both programs rely on and collaborate with other state and local agencies such as juvenile and adult courts, attorneys, Department of Human Services, law enforcement, and the public.

Group Life Counselors (GLC) are essential employees and oversee all aspects of daily living which includes, but is not limited to, education, recreation, facilitating both group and individual interventions based on department approved curriculum and training. Group Life Counselors also serve as the primary for the youth in these programs and conduct themselves in a professional manner at all times, role modeling respect towards youth, co-workers and our shareholders.

#### ESSENTIAL DUTIES AND RESPONSIBILITIES

(Illustrative Only. Any single position in the classification will not necessarily involve all of the listed duties below and other positions will involve duties that are not listed. These duties do represent the essential functions needed, of persons in this classification.)

1. Actively supervise and interact with youth in the therapeutic milieu, and in the community to maintain safety and provide necessary services.
2. Establish rapport by demonstrating and maintaining clear, consistent, appropriate, and therapeutic boundaries.
3. Safely de-escalate youth in various stages of crisis by effectively using verbal intervention skills.
4. Provide physical interventions when necessary to maintain youth and staff safety in accordance with Crisis Prevention Institute (CPI) standards and trainings.
5. Present a positive attitude, professional demeanor, and demonstrate respect to youth, families, staff, visitors, and community partners.
6. Maintain prompt and regular attendance for all assigned shifts and trainings.
7. Perform housekeeping tasks as needed to maintain a clean and safe milieu.

8. Demonstrate alignment with the Reasonable and Prudent Parent Standard (RPPS) and the philosophy of Collaborative Problem Solving (CPS)
9. Actively utilize, reference, and follow policies and procedures as set forth by Turning Point Residential and Josephine County Juvenile Department.
10. Adhere to Oregon Revised Statutes and standards of care.
11. Collaborate with other GLC staff to ensure shift activities and milieu structure is maintained in the absence of Shift Lead.
12. Serve as primary counselor over assigned youth who are in the Residential Program. The primary counselor is responsible for delivering and documenting one hour of individual skill building services to their youth each week. Maintain regular contact with Social Services Facilitator regarding youth's progress and needs.
13. Facilitate group skills training with residential youth within the skill areas including but not limited to coping skills, independent living, DBT skills, social skills, CBT skills, and moral reasoning.
14. Accompany Program youth on community outings.
15. Transport youth to and from appointments, outings and court, this includes both scheduled and emergent transports in order to meet the needs of the youth and facility.
16. Accurately document residential youth activities, group skill building interventions, individual skill building interventions, and medication administration in residential tracking program.
17. Facilitate medication administration for youth in residential and in detention.
18. Perform control room duties which include communicating with law enforcement, receiving youth, monitoring radios, intercoms and cameras, telephone communications, control all door locking mechanisms, facilitate and visually supervise youth visits.
19. Complete intake and release procedures on youth in custody.
20. Search detained youth for weapons, contraband and other harmful articles.
21. Inform Shift Lead of intake dispositions, or, as directed by Shift Lead, inform Department of Human Services (DHS) Oregon Youth Authority (OYA) and Juvenile Department personnel of intake dispositions.
22. Gain competency in the Juvenile Justice Information System (JJIS).
23. Supervise all daily activities of detention youth, including meals, recreation, cleanup, room time, showers, visitations, etc.
24. Other related duties assigned by Shift Lead and Social Services Facilitator and Program Manager.

#### SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities.

#### QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill and/or ability required.

#### EDUCATION AND EXPERIENCE

Bachelor's degree (B.A. or B.S.) or an Associate's degree (A.A.) (or equivalent from) two-year college or technical school; and a minimum of two years' work experience in a juvenile justice or shelter/detention facility, or equivalent combination of education and experience.

#### JOB IMPACT

Consequences of error could include exposure to litigation and public embarrassment due to such incidents as violation of civil and/or legal rights; victim injury by juvenile; or physical, sexual or emotional abuse to a juvenile put back into a situation where they are at risk.

### JOB CONTACTS

This position requires working with juveniles falling under the jurisdiction of the court and status offender referrals, their families, the court system, law enforcement, schools, other County, state and federal departments and social service agencies.

### LANGUAGE SKILLS

Ability to read, analyze, and interpret county policy, procedure and governmental regulations. Ability to write reports, and complete daily documentation of youth activities Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

### MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent in practical situations and to create and interpret graphs and charts

### REASONING ABILITIES

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited information is available at the time. Demonstrate flexibility and openness to new courses of action when additional information is provided. Ability to follow instructions and apply good judgement in the execution of those instructions.

### OTHER SKILLS AND ABILITIES

Basic computer skills.

### CERTIFICATES, LICENSES, REGISTRATIONS

The following must be obtained during the first six months of employment and maintained while in this position.

- Successfully complete 40 hours of Detention Standards training
- Successfully complete Residential Program orientation and training
- First Aid/CPR Certification
- Food Handlers License
- Possession of (or ability to obtain) a valid Oregon Driver's License, comprehensive automobile insurance, and a safe driving record.
- Attend on-going training as scheduled.

### WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

GLCs work in both Turning Point Residential and Josephine County Juvenile Detention during their shift. The working environment in Josephine County Juvenile Detention includes youth that may be angry, hostile, and potentially dangerous to themselves or others, youth that may use threatening language or be verbally abusive. GLCs also perform frequent youth intakes/releases during their shift. Turning Point Residential is a therapeutic setting working with at-risk youth. This includes maintaining daily structure, facilitating group and individual interventions, community outings for recreation and skill development, and crisis intervention.

### BACKGROUND INVESTIGATION

Those employed in this position are subject to drug testing and background investigation including criminal background investigation. Conviction of a crime may disqualify an individual for this position. Must pass and maintain Criminal Justice Information Systems (CJIS) security clearance. Individuals in this position are required to receive and maintain approval for employment in the position from the Department of Human Services criminal records unit.

### PHYSICAL REQUIREMENTS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### PHYSICAL REQUIREMENTS

Check if required for essential job function	Activity	Never 0%	Occasionally 1-33%	Frequently 34-66%	Continuous 67-100%
<input checked="" type="checkbox"/>	Standing	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Sitting - 1/2 hour plus	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Moving about work area	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Bending forward	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Stoop position - 1 minute plus	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Climbing stairs - 1 floor	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Crawling - hands & knees	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Reaching overhead	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Lifting strength	<b># of pounds = 100lbs</b>			
<input checked="" type="checkbox"/>	Lifting	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Patient Lifting	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Lifting Overhead	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Moving carts, etc.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Carry items	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Dexterity/Coordination	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Keyboard Operation	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Rapid-mental/hand/eye coord.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Operation of motor vehicle	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Speech, Vision &amp; Hearing</b>					
<input type="checkbox"/>	Distinguish colors	Yes: <input type="checkbox"/> No: <input type="checkbox"/>			
<input type="checkbox"/>	Distinguish shades	Yes: <input type="checkbox"/> No: <input type="checkbox"/>			
<input checked="" type="checkbox"/>	Depth perception	Describe:			
<input checked="" type="checkbox"/>	Ability to hear	Normal Speech Level:			
<input checked="" type="checkbox"/>	Other Spec. Hearing Req.	Describe:			
<b>Exposure - Environmental Factors</b>					
<input checked="" type="checkbox"/>	Heat	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Cold	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Humidity	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Wet Area/Slippery	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Noise	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Dust	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Smoke	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Vibration	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Chemical Solutions	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Uneven Area	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Ladder/Scaffold	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Ionization	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Radiation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Body Fluids	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>