



Josephine County, Oregon

Human Resources Office

Josephine County Courthouse
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POSITION DESCRIPTION

Job Title: Group Life Counselor - Lead
Department: 24 Juvenile Justice
FLSA Status: Non-Exempt
Job Code: 264A
WC Code: 7720
Effective Date: September 1, 2017
Last Revised: November 24, 2020
Pay Grade: A17
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 classified as 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 resource 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.

As the shift lead worker, this position delegates and coordinates shift activities, as well as performs Group Life Counselor duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES

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

1. Serve as lead GLC and assist the shift staff in maintaining the daily schedule.
2. GLC lead staff will be expected to provide a positive and affirming environment which values fellow employees, youth and all the people we serve.
3. Actively supervise and interact with youth in the therapeutic milieu, and in the community to maintain safety and provide necessary services.
4. Safely de-escalate youth in various stages of crisis by effectively using verbal intervention skills.

5. Provide physical interventions when necessary to maintain youth and staff safety in accordance with CPI standards and trainings.
6. Actively utilize, reference, and follow policies and procedures as set forth by Turning Point Residential and Josephine County Juvenile Department.
7. Adhere to Oregon Revised Statutes and standards of care.
8. Demonstrate alignment with the Reasonable and Prudent Parent Standard (RPPS) and the philosophy of Collaborative Problem Solving (CPS)
9. Delegate and follow up with staff to ensure that the daily activities and responsibilities are assigned and completed prior to the end of the shift. (i.e. medication, recreation, community outings, skills groups, shift logs and residential notes).
10. Ensure department approved curriculum is provided for group and individual interventions and that those interventions are documented in accordance with the BRS standards of compliance.
11. Maintain prompt and regular attendance for all assigned shifts, meetings, and trainings.
12. Review all residential and detention incident reports at the end of the shift, ensure all required notifications have been made and communicate any necessary follow ups to the next shift lead.
13. Ensure that the on-coming shift is briefed on all youth in custody and in the Residential Program, including potential crisis, new developments in case planning, movements, transports, medication changes, any suicide risk level changes, pending courts etc.
14. Perform housekeeping tasks as needed to maintain a clean and safe milieu.
15. Know where all youth and staff are at all times throughout the shift
16. Provide and assist the Management Team in new employee training and ongoing training and support of GLC staff.
17. Proficiency in executing job duties of GLC I and GLC II staff.
18. Other duties as assigned by Program Supervisor.

DAY SHIFT LEAD GROUP LIFE COUNSELOR

1. Ensure daily programming and structure is maintained; including groups, school, school outings and youth appointments.
2. Attend monthly residential and detention education meetings.
3. Communicates with DHS caseworkers and OYA Parole and Probation Officers.
4. Serve as JJIS Security Coordinator.
5. Inventory and purchase facility supplies as needed.

SWING SHIFT LEAD GROUP LIFE COUNSELOR

1. Serves as a relief Social Service Staff in the absence of the Social Services Facilitator, meeting BRS licensing requirements. These services may include writing Initial Service plans, Master Service plans, and facilitating Individual Counseling.
2. Communicates with DHS caseworkers and OYA Parole and Probation Officers.
3. Coordinate Aftercare Services for residential youth
4. Ensure all BRS billing requirements are met on a weekly basis

GRAVEYARD SHIFT LEAD GROUP LIFE COUNSELOR

1. Print census and intake information, on a nightly basis.
2. Monitor and schedule the laundry activity of the facility and conduct inventory.
3. Make after hours intake decisions and inform day shift lead of any follow ups needed.
4. Maintain, monitor and sign off on approved room check protocol.

SUPERVISORY RESPONSIBILITIES

This position has no supervisory responsibilities. The Lead Group Life Counselor is responsible to ensure that all shift duties, activities and responsibilities are completed and logged in the JJIS unit log and in the residential tracking system prior to the end of the shift.

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

A minimum of a bachelor's degree in Human Services, Social Work, Psychology, Sociology, or a closely related field, with a minimum of two years' work experience within juvenile justice and/or a satisfactory equivalent 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 he/she is 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 to 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

Have ability to solve practical problems and deal with a variety of 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	# of pounds = 100 lbs.			
<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"/>
Speech, Vision & Hearing					
<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:			
Exposure - Environmental Factors					
<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 checked="" type="checkbox"/>	<input 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"/>