

CLASS SPECIFICATION FOR
Detention Counselor

GENERAL STATEMENT OF DUTIES: Supervises children placed in the detention home; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class is responsible for the primary custody, control and activities of children in the program of the detention home. Work is performed on a shift. An incumbent may serve as lead worker on a shift. Work is performed independently under the supervision of a Detention Home Assistant Superintendent or Detention Supervisor.

EXAMPLES OF WORK (illustrative only):

- May serve as lead worker on a shift;
- Monitors children's rooms;
- Issues clothing and personal items;
- Inspects rooms daily;
- Supervises meal preparation and clean-up;
- Supervises breaks and prepares and supervises snacks;
- Assists in intake and release procedures;
- Assists and supervises children in daily light housekeeping tasks, such as bedmaking, dusting furniture, mopping floors and assisting in the set-up and clean-up of meals;
- Monitors children during homework and study time, and may provide informal tutoring;
- Eats with children and supervises seating and serving as well as table manners and general behavior;
- Maintains basic discipline and control of children;
- Observes children constantly to detect potentially dangerous and deceptive acts;
- Counsels children concerning their adjustment to detention;
- Administers first aid and CPR as required;
- Serves as a role model for children in detention home program;
- Stimulates children's interest and supervises their participation in a comprehensive activities program, including basic arts and crafts, indoor and outdoor sports and table games, instructing and participating directly in various phases of the program;
- Assists in maintaining various detention home records, including the daily log of intake and release statistics, medication administered, unusual behavior, and arrival and departure of visitors;
- Performs related work as assigned.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Knowledge of behavioral science principles and of current social and economic conditions and problems; knowledge of psychological and emotional problems involved in social maladjustment; knowledge of basic first aid and physical hygiene; ability to work positively and effectively with severely maladjusted children in situations involving considerable stress; ability to organize and participate with children in a variety of recreational work and creative pursuits; ability to keep records; ability to communicate clearly and effectively both orally and in writing.

MINIMUM EDUCATION AND EXPERIENCE: Possession of a bachelor's degree in a behavioral science; OR, any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

SPECIAL REQUIREMENT: Because of the personal-care aspect of many of the duties of the Detention Counselor (e.g., supervising showers, conducting body searches), State Department of Corrections standards dictate that positions in this class be recruited for and filled on a gender basis.

ADDITIONAL REQUIREMENTS: Must be willing to work shifts on a rotating basis, as assigned. Requires a pre-employment background check, physical examination and CPS check.