

Juvenile Justice Counselor Class Specification

Juvenile Justice Counselor 1

Distinguishing Characteristics:

Juvenile Justice Counselor 1 is the trainee level. Incumbents are trained to contain, counsel, ensure safety and security, and provide treatment and care for juvenile residents that are either incarcerated at or participating in programs managed from a unit within a secure State facility.

Juvenile Justice Counselor 1 receives training in a variety of behavioral health treatment and public safety techniques such as verbal and physical de-escalation, counseling skills, case management and documentation, and writing court reports. The foundation of all training includes Restorative Justice and Trauma Informed Care models. The Juvenile Justice Counselor 1 is introduced to Alaska Delinquency Statutes, Delinquency Court Rules, Alaska Administrative Code, and division policies and procedures. This includes implementing proper security measures, conducting safety and security checks and searches, and using restraint methods designed to protect and ensure the safety of residents and staff. As case management skills develop, the Juvenile Justice Counselor 1 exercises primary responsibility over a limited number of residents.

Juvenile Justice Counselor 1 is distinguished from Juvenile Justice Counselor 2 by latter's full-working level responsibility for containment, counsel, safety and security, and treatment of juvenile residents that are either incarcerated at or participating in programs managed from a unit within a secure State facility.

Examples of Duties:

Read and understand statutes, policies, procedures, manuals, rules of court, documents, reports, and training instructions. Learn to apply them in the correct circumstances.

Learn to supervise delinquent juveniles displaying a wide variety of complex emotional behaviors utilizing trauma informed care, in both the secure confinement and community-based program settings. Develop knowledge of the legal aspects of juvenile residents housed in detention, treatment, and community environments. Learn to maintain order and discipline while facilitating group movements within the facility and their transportation in the community.

Learn to manage a caseload. Conduct resident intake interviews, compile medical history, review psychological assessments and tests, family history and background information.

Learn to recognize, document and report erratic, threatening, suspicious, potentially suicidal, assaultive, or other inappropriate behaviors and respond to confrontation

appropriately. Learn to participate in individual, group, and family skill-building sessions, establish therapeutic relationships and encourage appropriate interactions between the parties. Provide consistent programming and support to assist residents in behavior regulation and correction when needed.

Learn to prepare Court documents and reports. Provide written recounts of incidents the Division's electronic reporting system. Record cumulative entries of daily activities, status of assigned cases, and changes in resident attitudes and behaviors. Observe behavior, interview residents and staff, and record information and events accurately via the Juvenile Resident Management Information System (JOMIS).

Learn how order and discipline are maintained, facilitate group movements within the facility, assist teachers with residents exhibiting problem behaviors, needing counsel or correction. Learn proper escort procedures when transporting residents to and from court hearings, medical appointments, community service activities, other facilities, and the like. Operate a State of Alaska passenger vehicle.

Learn to perform security checks and searches of residents, visitors, packages, equipment, resident rooms, buildings, and grounds. Learn to document all checks and record information via the Juvenile Resident Management Information System.

Learn to respond to crisis situations such as riots and escape attempts. Apprehend residents absent without leave, provide verbal de-escalation, physically restrain residents as necessary and recommend resident disciplinary action.

Learn to provide basic first aid as necessary to residents. Learn to provide over the counter, prescribed, and controlled medications to residents as prescribed by a medical authority and document distribution per federal law in the Division electronic health record system.

Learn how to participate as a treatment team member in developing individual resident treatment plans that incorporate victim and community restoration principles, individual and group skill building, education, self-discipline, respect for self and others, and reintegration into the community. Participate in treatment team evaluation conferences and implement treatment strategies.

Minimum Qualifications

A high school diploma or GED

AND

Must be 20 years of age or older.

Juvenile Justice Counselor 2

Distinguishing Characteristics

Juvenile Justice Counselor 2 is the journey level of the series. Incumbents contain, counsel, ensure safety and security, and provide treatment for juvenile residents that are either incarcerated at or participating in programs managed from a unit within a secure State facility.

Juvenile Justice Counselor 2 exercise primary responsibility over a caseload of residents and proficient in variety of behavioral health treatment and public safety techniques such as verbal and physical de-escalation, counseling skills, case management documentation, and writing court reports. Incumbents at this level interpret and apply Alaska Delinquency Statutes, Delinquency Court Rules, Alaska Administrative Code, and division policies and procedures. This includes implementing proper security measures, conducting safety and security checks and searches, and applying restraint methods designed to protect and ensure the safety of residents and staff.

Juvenile Justice Counselor 2 is distinguished from Juvenile Justice Counselor 3 by the latter's assigned authority and responsibility for leading the work of subordinate Juvenile Justice Counselors 1 and 2, including assigning work, setting task priorities, checking the quality of work, and instructing and training staff.

Examples of Duties:

Supervise delinquent juveniles displaying a wide variety of complex emotional behaviors utilizing trauma informed care, in both the secure confinement and community-based program settings. Develop knowledge of the legal aspects of juvenile residents housed in detention, treatment, and community environments. Maintain order and discipline while facilitating group movements within the facility and transporting them in the community.

Demonstrate proficient understanding of the Division's mission statement. Complete detention admissions and screening tools, develop techniques of treatment interventions, incorporate victim and community restoration principles into treatment planning including Trauma Informed Care, Strength-Based programming, and Restorative Justice. Manage a caseload of residents. Read resident intake interviews, medical history, psychological assessments and tests, family history and background information.

Recognize, and document erratic, threatening, suspicious, potentially suicidal, assaultive, or other inappropriate behaviors and respond to confrontation appropriately. Participate in individual, group, and family skill-building sessions, establish therapeutic relationships, and encourage appropriate interactions between the parties. Provide consistent programming and support to assist residents in behavior regulation and correction when needed. May conduct competency development groups including but not limited to, Prime for Life, Anger Replacement Training, and Life Skill Development.

Prepare Court documents and reports. Provide written recounts of incidents in the Division's electronic reporting system. Record cumulative entries of daily activities, status of assigned cases, and changes in resident attitudes and behaviors. Observe behavior, interview residents and staff, and record information and events accurately via the JOMIS.

Ensure that order and discipline are maintained, facilitate group movements within the

facility, assist teachers with students exhibiting problem behaviors, needing counsel or correction. Escort residents to and from court hearings, medical appointments, community service activities, other facilities, and the like. Operate a State of Alaska passenger vehicle.

Perform security checks and searches of residents, visitors, packages, equipment, buildings, and grounds. Document all checks and record information via the Juvenile Resident Management Information System.

Respond to crisis situations such as riots and escape attempts. Apprehend residents absent without leave, provide verbal de-escalation, physically restrain residents as necessary and recommend disciplinary action.

Provide basic first aid as necessary to residents. Learn to provide over the counter, prescribed, and controlled medications to residents as prescribed by a medical authority and document distribution per federal law in the Division electronic health record system.

Supervise residents inside residence quarters, at the facility school, during meals, housekeeping, exercise, and recreation periods, on institution grounds and in the community. Supervise and provide structure of the varying activities of day, evening and graveyard shifts both on weekdays and weekends. Including standard activities of shifts including meals, hygiene, recreation, appointments, phone calls, medication distribution, educational programming, and/or therapeutic programming.

Actively participate as a treatment team member in developing individual resident treatment plans that incorporate victim and community restoration principles, individual and group skill building, education, self-discipline, respect for self and others, and reintegration into the community. Participate in treatment team evaluation conferences and implement treatment strategies.

Minimum Qualifications

A high school diploma or GED.

AND

Six months of experience, paid or volunteer, teaching or coaching group activities for youth.

AND

Must be 20 years of age or older.

OR

Six months of experience as a Juvenile Justice Counselor 1 with the State of Alaska.

AND

Demonstrated achievement of department approved performance standards.

OR

Six months of experience administering, advising on, performing, or supervising corrections, law enforcement, parole, probation, residential treatment casework, or social casework.

Substitutions:

Completed coursework from an accredited college may substitute for the required work experience (3 semester hours or 4 quarter hours equal one month of work experience).

AND/OR

Military experience may substitute for the required work experience on a month for month basis.

Juvenile Justice Counselor 3

Distinguishing Characteristics:

Juvenile Justice Counselor 3 is the lead level of the series. Incumbents lead the work of subordinate Juvenile Justice Counselors in containing, counseling, ensuring safety and security, counseling, and providing treatment for juvenile residents that are either incarcerated at or participating in programs managed from a unit within a secure State facility.

Incumbents working at this level are assigned the authority and responsibility for leading the work of subordinate Juvenile Justice Counselors 1 and 2, including assigning work, setting task priorities, checking the quality of work, and instructing and training staff. Incumbents serve as Center Duty Officer on a regular basis.

Juvenile Justice Counselor 3 is distinguished from Juvenile Justice Counselor Unit Supervisor by the latter's assigned supervisory authority and responsibility for subordinate Juvenile Justice Counselors 3 that lead the work of Juvenile Justice Counselors 1 and 2 within a State facility.

Examples of Duties:

Lead the work of subordinate Juvenile Justice Counselors assigned to a day, evening or graveyard shift on a detention, treatment, or community-based unit. Prepare shift schedules ensuring adequate coverage, calling off-duty employees as necessary to cover staff shortages due illness, personal leave, emergencies, etc. Assign overtime as required.

Assign, prioritize and monitor the work of subordinate Juvenile Justice Counselors. Train and motivate employees. Observe staff in the performance of their duties and provide guidance regarding their therapeutic relationship with residents and interactions with family and staff.

Confer with supervisor regarding employee performance, identify areas for further development and make recommendations for promotion. Contribute to employee evaluations.

Monitor and facilitate supervision of residents inside resident quarters, at the facility school, during meal, housekeeping, exercise, and recreation periods, on institution grounds and in the community. Supervise and provide structure of the varying activities of day, evening and graveyard shifts both on weekdays and weekends.

Respond to crisis situations such as riots and escape attempts. Apprehend residents absent without leave, provide verbal de-escalation, physically restrain residents as necessary and recommend disciplinary action.

Maintain order and discipline. Ensure all security measures are performed, and all safety procedures are followed by staff, residents, and visitors. Ensure individual, family and group skill-building sessions, community service activities, housekeeping duties, meals, and recreational periods are scheduled and conducted in a timely and professional manner.

Lead treatment teams. Ensure that treatment plans incorporate the principles of restorative justice, victim, and community restoration, meet individual resident needs, and employ

strategies for adequate individual, family and group skill building, education, self-discipline, respect for self and others, and reintegration into the community. Confer with medical psychiatric personnel and recommend psychiatric evaluations.

Lead subordinate staff in supervision of residents displaying a wide array of complex care concerns utilizing trauma informed care, in both the secure confinement and community-based program settings. Develop knowledge of the legal aspects of residents housed in detention, treatment, and community environments. Maintain order and discipline while facilitating group movements within the facility and when transporting them in the community.

Recognize, and document erratic, threatening, suspicious, potentially suicidal, assaultive, or other inappropriate behaviors and respond to confrontation appropriately. Participate as a lead in individual, group, and family skill-building sessions, establish therapeutic relationships and encourage appropriate interactions between the parties. Provide consistent programming and support to assist residents in behavior regulation and correction when needed. May conduct competency development groups including but not limited to, Prime for Life, Anger Replacement Training, and Life Skill Development.

Write and review incident reports, pre-release reports, court summaries and daily entries of resident progress. Prepare Court documents and reports. Provide written recounts of incidents in the Division's electronic reporting system. Record cumulative entries of daily activities, status of assigned cases, and changes in resident attitudes and behaviors. Observe behavior, interview residents and staff, and record information and events accurately via the JOMIS.

Knowledge, Skills, and Abilities (Juvenile Justice Counselors (1-3)

Knowledge of human behavior and the dynamics of juvenile delinquency and the principles of rehabilitation; judicial proceedings, the principles of behavior modification and reinforcement techniques; and programs, institutional and unit policies and procedures and programs, classification system, individual and group counseling techniques, and treatment methods and basic first aid.

Ability to promote socially acceptable attitudes and behaviors, and role model appropriate social interactions. Treat residents, families, community partners, and other professionals with respect; reason logically; and respond to situations in a way that helps residents learn appropriate reasoning and social skills.

Ability to understand and communicate clearly with residents and families coming from various cultural backgrounds and recognize that value systems may vary. Explain difficult concepts verbally and in writing; physically perform the essential duties of the job including restraint of assaultive individuals and operation of a motor vehicle; and accept supervisory direction constructively and carry out instructions.

Ability to read and comprehend policies, procedures, manuals, and other written material; follow written and oral instructions, and acquire knowledge of the principles of juvenile delinquency, adolescent behavior, therapeutic relationships, and restorative justice; and promote socially acceptable attitudes and behaviors, use tact, recognize that value systems may vary, treat individuals with respect and consideration, reason logically and arrive at

sound conclusions.

Ability to gain trust, establish effective interactions and therapeutic relationships with juvenile delinquents; understand and communicate clearly with juveniles and families coming from various cultural backgrounds. Explain difficult concepts verbally and in writing; physically perform the essential duties of the job including restraint of assaultive individuals and operation of a motor vehicle; and accept and employ supervisory instruction constructively.

Ability to coordinate and direct the work of others; prepare written reports; and recognize and assess an individual and group's emotional tone; and effectively lead others while analyzing situations accurately and adopt an effective course of action.

Minimum Qualifications

One year of experience performing the full range of treatment and security functions in a juvenile justice facility. The required experience is met by service as a Juvenile Justice Counselor 2 with the State of Alaska, or the equivalent elsewhere.

OR

One year of experience administering, advising on, performing, or supervising adult or juvenile corrections, law enforcement, parole, probation, residential treatment casework, or social casework.

OR

One year of experience performing the full range of duties associated with the custody, security, and reformation of prisoners in an adult correctional institution. The required experience is met by service as a Correctional Officer 2 with the State of Alaska, or the equivalent elsewhere.