

EDITED TASK LISTING

CLASSIFICATION: Senior Youth Correctional Counselor

NOTE: *Each position within this classification may perform some or all of these tasks.*

Task Statements	
1.	Supervise and/or monitor Youth Correctional Counselors (YCC) in the daily operations of the living unit to maintain a safe and healthy environment utilizing departmental guidelines, training and personal skills, as required.
2.	Confirm a monthly casework schedule using various resources (e.g., individual counseling, resource groups, case conference and progress notes) is developed and distributed to living unit staff to make sure the youthful offender counseling services are provided utilizing various applications (e.g., Microsoft word, Microsoft outlook, etc.), as required.
3.	Conduct daily and weekly information sharing with treatment team staff to relay operational/security information using various resources (e.g., unit log book, e-mail, meetings, memorandums and training sessions, etc.), as required.
4.	Post daily work assignments of staff scheduled to make certain services are provided to youthful offenders using the various resources (e.g., school schedule, reinforcement review, mandated services, daily searches, etc.), as needed.
5.	Conduct monthly review of documents and reports using various resources (e.g., timesheets/998, youth incentive report, file audits, crisis intervention plan audits, on the job training and mandated drug testing, etc.) to verify/reconcile discrepancies to maintain reliability of the program, as required.
6.	Conduct daily/weekly review of documents and reports using various resources (e.g., case work verification forms, alternative programs, mandated drug testing, update Program Service Day Schedule (PSD) schedule, etc.) utilizing departmental guidelines to verify accuracy and reconcile discrepancies, as required.
7.	Coordinate and monitor the daily work assignments of assigned and non-assigned living unit staff through direct supervision utilizing emails, meetings, etc. to make certain the tasks are complete, efficient, compliant and consistent, as directed.
8.	Plan, develop and post PSD (e.g. daily operations, recreation activities, etc.) for staff to make certain the tasks assigned are completed utilizing Microsoft Word, as required.
9.	Evaluate the overall job performance of YCC in order to maintain effective and safe operations for the living unit utilizing apprenticeship programs, performance evaluations, and training, etc., as directed.
10.	Participate in the recruitment and selection process for the YCC series to fill vacancies with highly qualified staff following personnel policies and practices and Equal Employment Opportunity (EEO) policy, as needed.
11.	Provide for the training needs of your staff to develop their skills and expertise in the performance of their duties in accordance with departmental guidelines utilizing laws, regulations and departmental policies and practices, as needed.
12.	Impose corrective and disciplinary actions on staff in accordance with departmental guidelines utilizing laws, regulations, departmental policies and Bargaining Unit Agreements, as needed.

Tasks highlighted in bold text are not currently on the SPB classification specification

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13.	Document possible adverse action regarding employee misconduct to your immediate supervisor or superintendent utilizing written correspondence to address work-related deficiencies, on an as needed basis.
14.	Implement collective bargaining Unit 6 agreements for staff, (e.g., casework scheduling, shift swaps, staff grievances, etc.) to make certain departmental guidelines are adhered to utilizing Memorandum Of Understanding (MOU), rules and regulations, etc., as required.
15.	Assist in the training of youthful offenders in their daily living and treatment to maintain compliance with the Safety and Welfare Remedial Plan (SWRP) utilizing counseling and motivational techniques, as required.
16.	Assist in the counseling of youthful offenders in hopes of changing their delinquent thinking and behavior to become productive law abiding citizens in the community utilizing counseling and motivational techniques as established by Division of Juvenile Justice (DJJ) Mission Statement, as required.
17.	Assist in the supervision of youthful offenders during all aspects of their daily living to ensure the safety and security of the institution and community utilizing counseling and motivational techniques, departmental guidelines, etc., as needed.
18.	Develop and/or monitor living unit staff for the implementation of constructive programs of youthful offenders who are not in school or a vocational work program by incorporating special activities (e.g., intramural sports activities, arts and crafts, treatment groups, etc.) to maintain safety and a normative culture on/off the living unit utilizing a formal schedule, PSD, etc., as required.
19.	Communicate and coordinate through various applications (e.g., e-mail, computer, log book, radio, telephone, etc.) with staff regarding observations, perceptions and behavior of youthful offenders to maintain safety and security of visitors, staff, and the community in accordance with the Office of Corrections Standards Authority (OCSA), as required.
20.	Promote and encourage family and volunteer participation in special activities by developing programs and memorandums to maintain safety/security utilizing reporting mandates as one of the principles of SWRP, departmental guidelines, etc., as needed.
21.	Input information for staff to document and relay youth's behaviors, daily operations, work orders, treatment referrals, schedules, etc., utilizing data processing systems (e.g., Microsoft word, Excel, etc.) in accordance to the Standard Operating Procedures (SOP), as needed.
22.	Work cooperatively with the Health and Safety Officer and/or Return to Work Coordinator to prevent and/or reduce injuries, accidents, illnesses to staff and youthful offenders using various resources (e.g., safety inspections, meetings, etc.) in accordance with departmental guidelines and California Occupational Safety and Health standards, as required.
23.	Make recommendations to the appropriate manager on policy or procedural changes to maintain compliance with the SWRP utilizing memorandum and/or e-mails, as needed.

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24.	Develop and support team cohesiveness to ensure effective use of resources, skills and abilities within the treatment team utilizing training and team building activities in accordance with Departmental standards, as needed.
25.	Maintain cooperative working relationships with other departments within the facility to complete the mission of the Department utilizing communication, professionalism, interpersonal skills, diplomacy, etc. in accordance to Departmental standards, on a daily basis.
26.	Certify the training of living unit staff through coaching, mentoring, Temporary Departmental Orders, Block Training and Memorandum to maintain compliance of the SWRP in accordance with departmental guidelines and policies, as needed.
27.	Review youthful offender DDMS for accuracy, correct allegations, appeal process and dispositions are carried out utilizing documentation and/or database in accordance with departmental guidelines and policies, on a daily basis.
28.	Serve as the chairperson or member of the following committees: DDMS disposition hearings, monthly Senior Youth Correctional Counselor (SYCC) meetings, and special committees to provide experience and expertise using various resources (e.g., tours, pamphlets, etc.) under direction of management, as needed.
29.	Assist staff regarding recommendations for disciplinary actions for the youthful offenders when completing DDMS actions utilizing Ward Information Network (WIN) database to ensure appropriate dispositions for the allegation under the general direction of management, as needed.
30.	Train and mentor new staff regarding the living unit operations of the Institution to reinforce expected behaviors and job standards necessary to perform their duties using various resources (e.g., office procedures, departmental standards and policies, etc.) as needed.
31.	Track and monitor staff attendance (e.g., vacation, sick leave, furloughs, etc.) to ensure compliance with Bargaining Unit 6 agreements utilizing daily sign-in sheets, as required.
32.	Recommend Employee Assistance Program to staff who has demonstrated poor job performance utilizing the various resources (e.g., duty statements, In-service Training, remediation, etc.) as needed.
33.	Ensure Ward Disability Act (WDA) is monitored and provided daily for those who qualify in order to comply with state law utilizing WIN database and the disability coordinator, as required.
34.	Design training programs and program descriptions for the academy training officer with the supervision and/or monitoring of cadets in becoming Youth Correctional Officers (YCO), YCC, Casework Specialists and Parole Agents to enhance employee work performance utilizing lesson plans, as needed.
35.	Plan and assist the academy training officer with the supervision and/or monitoring of cadets in becoming Youth Correctional Officers (YCO), YCC, Casework Specialists and Parole Agents to enhance employee work performance utilizing lesson plans, as needed.

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36.	Deliver educational training and instruction to cadets at the academy in becoming YCO, YCC, Parole Agents and Casework Specialists to help enhance efficiency utilizing training materials and classroom instruction, as required.
37.	Observe and evaluate the performance and behavior of cadets at the academy and/or field practicum in becoming YCO, YCC, Parole Agents and Casework Specialists to meet the standards required by the Department utilizing interpersonal skills and field performance evaluations, as required.
38.	Provide input in establishing apprenticeship standards and the basic academy program for cadets becoming YCO, YCC, Parole Agents and Casework Specialists to demonstrate the required competency and develop experience necessary to perform the job duties utilizing current procedures and/or departmental guidelines, as needed.
39.	Counsel, motivate, and resolve cadet disputes through mediation to provide a comprehensive evaluation of cadets' progress, competency, academic achievement, physical fitness, moral and ethical behavior necessary to meet Departmental standards and community expectations utilizing written and verbal communication skills, as needed.
40.	Conduct inquiries and take corrective action under the direction of the immediate supervisor with academy cadets regarding any infractions or policy violations to promote moral and ethical behavior necessary to meet Departmental standards and community expectations utilizing academy policies/procedures, as needed.
41.	Delegate the ordering of materials, office and cleaning supplies to living unit staff through secondary assignments to maintain a clean, safe and operational work environment for both staff and youthful offenders utilizing the various resources (e.g., state contract, Business Information System, etc.), as required.
42.	Monitor the Integrated Behavior Treatment Model (IBTM) to maintain compliance and fidelity consistent to provide effective treatment services for youth offenders utilizing DJJ Institutions and Camp policies, as required.