

CLASS SPECIFICATION
County of Fairfax, Virginia

CLASS CODE: 3244

TITLE: PROBATION COUNSELOR III

GRADE: S-25

DEFINITION:

Under limited supervision, provides probation/counseling services to clients with complex cases that involves multiple adjustment difficulties (e.g. emotional disturbance, dysfunctional families, substance abuse, mental health problems); AND/OR manages operations for specialized program (e.g., court-ordered psychological evaluations, victim advocacy, supervised visitation and exchange, intake services based at satellite offices in JDRDC and the victim services section in the Police Department); AND/OR supervises the activities of professional and/or support staff.

OR, in the Juvenile Detention Center, serves as the first line supervisor with the responsibility for managing the shift operations of the facility to include planning, assigning, reviewing and evaluating of the work of professional staff; and performs related work as required.

DISTINGUISHING CHARACTERISTICS OF THE CLASS:

This class is distinguished from Probation Counselor II in that the Probation Counselor III handles complex cases which requires specialized counseling skills and treatment approaches by coordinating with all involved service providers in different disciplines, whereas the Probation Counselor II handles less complex caseload that typically involves delinquent cases and status offenders.

In some cases, the Probation Counselor III may also have responsibilities for the day-today operations of teams supervising professional and support staff.

This class is distinguished from Probation Supervisor I in that Probation Supervisor I is the first program management level within the major functional area in the probation/residential/court services division.

ILLUSTRATIVE DUTIES:

(The illustrative duties listed in this specification are representative of the class but are not an all inclusive list. A complete list of position duties and unique physical requirements can be found in the position description.)

Case Management Services

Determines and coordinates appropriate assessments, including family evaluation, alcohol and drug assessments, mental health assessments, and sex offender assessments;

Convenes an interdisciplinary/inter-agency team to collaboratively plan, deliver and monitor multiple services;

Makes program admission decisions;

Manages the grant funded treatment contract with service providers;

Examines and evaluates the individual circumstances of each case referral;

Makes an intake disposition, including decisions such as informal handling, rejection of a case on a jurisdictional basis, referral to other agencies or setting the case on the docket for a court hearing;

Provides assistance in supervising unit activities;

Provides managerial oversight to the program in the absence of unit director;

Serves as a resource, trainer and policy expert for other professional staff;

May serve as supervisor for Probation Counselor I, Probation Counselor II and/or Administrative Assistant positions;
Maintains liaison with State and local law enforcement agencies;
Interprets policies and regulations for clients;
Works with other Counselors in the disposition of cases assigned;
Evaluates effectiveness of methods and procedures and recommends changes where necessary/or supervises supporting services personnel in a satellite operation;
Maintains caseload schedule;
Keeps records and writes reports;
Composes and dictates case records, petitions and correspondence;

Secured Detention Center Operation

Manages the daily operation of an assigned Wing of the building (50-70 residents, 10-12 staff);
Plan, assign, organize, and direct the flow of work and activities;
Participates in the development of policy and procedures for the Juvenile Detention Center;
Makes final decision regarding care or treatment of residents that can be resolved at the shift level, deferring to higher level management as needed;
Serves as a resource, trainer and policy expert for other professional staff in providing appropriate custody and care, and ensuring the safety and welfare of the residents
May serve as supervisor for Probation Counselor I, Probation Counselor II and/or Administrative Assistant positions;
Provides input in hiring and promotion process and disciplinary actions;
Ensures that subordinates adhere to agency operating procedures and juvenile justice standards adopted by the Code of Virginia and Virginia State Department of Juvenile Justice;
Ensures adequate staff coverage for childcare teams;
Oversees and administers routine medication disbursement for residents;
Oversees and performs admission and release process of youth in the program;
Handles crisis situations with residents to include medical, mental health and behavioral crises as necessary;
May be required to drive 15-passenger van for educational and recreational trips.

Police Department, Victim Services Section

Provides assistance in administrative oversight to the unit;
Monitoring funding grants;
Responsible for short term responsibilities and projects that might normally be handled by upper management;
Will perform supervisory functions in the absence of the Director;
Serves as the point of contact for all victim service training-internal and external for the department;
Identifies appropriate training for victim services specialist.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

(The knowledge, skills and abilities listed in this specification are representative of the class but are not an all inclusive list.)

Knowledge of the principles of psychology and sociology;
Knowledge of the practices and procedures of casework supervision and intake activities;
Knowledge of Federal, State and local juvenile and domestic relations laws;
Ability to speak and write effectively;

Ability to develop and maintain effective working relationships with a variety of individuals.

EMPLOYMENT STANDARDS:

Any combination of education, experience, and training equivalent to:

Graduation from an accredited college or university with a Master's degree in social/behavioral sciences, law enforcement, or education; AND two years of professional experience in probation work. For positions in the Police Department only, two years of sworn law enforcement supervision may be substituted for the two years of professional experience in probation work.

CERTIFICATES AND LICENSES REQUIRED:

Contingent upon area of assignment may require a Commercial Driver's License.

Contingent upon area of assignment may be required to obtain First Aid/CPR certification, and VA Medication Administration license within a specified time frame.

NECESSARY SPECIAL REQUIREMENTS:

May be required to work weekends and/or evenings;

Contingent upon area of assignment, may be required to successfully complete a criminal background investigation and/or a state criminal history record check as a condition of hiring and periodically thereafter.

Contingent upon area of assignment may be required to successfully complete prescribed training courses of physical restraint procedures and techniques within a specified time frame.

REVISED:	May 25, 2012
REGRADED:	August 23, 2010
REVISED:	October 23, 2006
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