

JUVENILE COUNSELLOR 1

GENERAL

This is the working level for program staff in a provincial juvenile correctional institution. Under direction from a team leader, an employee at this level functions as an integral part of a team providing continuous personal care and rehabilitative counselling to a group of behaviourally and emotionally disturbed juveniles in a restrictive environment. An employee will be eligible for promotion to this level upon successful completion of the prescribed training program and experience requirement.

TYPICAL DUTIES

Maintains security by regularly checking doors, windows, resident living quarters, and residents for damage and contraband.

Ensures the personal care and hygiene of residents, cleanliness of living area and adequate supplies for the cottage.

Arranges medical attention for residents as necessary.

Organizes and conducts an ongoing program of active and inactive recreation for residents.

Makes written and verbal assessments on individual residents through personal interviews to assist other counsellors, probation officers and community agencies and recommends on disposition of residents.

Provides continual counselling relationship with all residents, both on an individual and a group basis.

Performs other related duties as assigned.

QUALIFICATIONS

Knowledge, Abilities and Skills

Some knowledge of abnormal behaviour.

Knowledge of inter-personal maturity level (1 - level) assessment and the ability to apply this knowledge to ongoing informal assessment of individuals.

Ability to deal effectively with behaviourally and emotionally disturbed juveniles in a restrictive environment.

Ability to supervise a group of juveniles in various learning and recreational activities.

Ability to make meaningful observations and prepare clear, concise reports.

Ability to develop and maintain effective working relationships with other staff and agency personnel.

Education, Training and Experience

Grade XII education with some additional formal training desirable and successful completion of prescribed in-service training and equivalent length of experience or significant life experience dealing with maladjusted juveniles.

This may be the recruitment level for fully qualified personnel.

Physical Standards

Physically capable of performing the duties assigned.

JUVENILE COUNSELLOR 2

GENERAL

This is the team leader function for program staff in a provincial juvenile correctional institution. Under general direction, an employee at this level supervises the activities of a unit of work in the institution and participates fully in the work of the unit. Ensures continuous personal care and rehabilitative counselling for a group of emotionally and behaviourally disturbed juveniles in a restrictive environment.

TYPICAL DUTIES

Performs all duties of a level 1 position.

Ensures effective operation of the unit for the benefit of residents.

Orients staff to the unit, provides consultation to other counsellors, implements programs and policies and represents unit to management.

Establishes and maintains routines for physical care of residents and use of facilities and equipment.

Implements institutional policies and procedures in the unit ensuring consistency of applications, and may participate in their formulation.

Allocates staff to their duties, supervises work of the unit and reviews performance of staff.

Performs other related duties as assigned.

QUALIFICATIONS

Knowledge, Abilities and Skills

Good knowledge of abnormal behaviour.

Working knowledge of inter-personal maturity level (1 - level) assessment and the ability to apply this knowledge to ongoing informal evaluating of individuals.

Working knowledge of institutional policies and programs.

Ability to deal effectively with behaviourally and emotionally disturbed juveniles in a restrictive environment.

Ability to supervise residents in various learning and recreational activities.

Ability to effectively allocate staff to duties of the unit, supervise work and evaluate performance.

Ability to make meaningful observations and write clear, concise reports.

Ability to make recommendations concerning disposition of residents and institutional policy and programs.

Ability to develop and maintain effective working relationships with other staff and agency personnel.

Skill in counselling individuals or groups of residents.

Education, Training and Experience

Grade XII education with additional formal training preferred, successful completion of prescribed in-service training and at least three years' directly related experience.

Physical Standards

Physically capable of performing the duties assigned.

JUVENILE COUNSELLOR 3

GENERAL

This is the co-ordinating function for program staff in a provincial juvenile correctional institution. An employee at this level is responsible for the administration, supervision and evaluation of work in a cottage. Under general direction from the Program Director, co-ordinates all residential treatment services for a cottage and evaluates the appropriateness and impact of programs on residents in a restrictive environment.

TYPICAL DUTIES

Serves as a counsellor to a group of residents or individual residents in a cottage.

Plans and conducts periodic meetings for cottage staff to inform staff on policy and program, train staff in specific aspects of their role, assist with problems concerning the cottage in accordance with institutional policy and ensures effective and consistent implementation.

Supervises and evaluates all cottage staff and provides assistance to counsellors individually to improve performance and effectiveness.

Assists in development of institutional policy, programs and procedures.

Ensures effective allocation of staff, facilities and equipment.

Maintains effective working relationships with various community agencies and groups, probation services, volunteers, etc.

Co-ordinates use of volunteers in the cottage program.

Is responsible for administrative work of the cottage.

Performs other related duties as assigned.

QUALIFICATIONS

Knowledge, Abilities and Skills

Thorough knowledge of institutional policies, procedures and practices.

Sound working knowledge of abnormal behaviour and an understanding of theories of rehabilitation and treatment.

Working knowledge of inter-personal maturity level (1 - level) assessment and the ability to use this knowledge when evaluating resident behaviour and development.

Working knowledge of treatment resources outside of the institution.

Ability to plan, allocate, supervise and review the work of a cottage.

Ability to develop, implement and evaluate programs for the cottage in accordance with institutional objectives and policy.

Skill in counselling residents, individually or in groups and the ability to develop this skill in subordinate staff.

Education, Training and Experience

University education is highly desirable, with emphasis in psychology and sociology, and at least three years' directly related experience or Grade XII with additional formal training, successful completion of prescribed in-service training, and considerable directly related experience.

Physical Standards

Physically capable of performing the duties assigned.

JUVENILE COUNSELLOR 4

GENERAL

An incumbent in this classification reports to the Supervisor of Institutional Programs concerning the operational administration of one cottage, and to the Superintendent concerning the program direction of two or more cottages. Responsibilities include the intake screening assessment of new residents, planning, direction, and evaluation of individual and group assessment and treatment programs, and staff training, management and development. This classification is distinguished from the Juvenile Counsellor 3 level by its program direction and staff development functions.

TYPICAL DUTIES

Plans and implements cottage unit living and treatment programs designed to serve individual client and cottage group needs of the Manitoba Youth Centre.

Supervises, evaluates and assists in development of all staff assigned to the unit to improve performance and the effectiveness of resident development programs.

Assists in development of institutional policy programs and procedures.

Ensures effective allocation of staff, facilities and equipment in his/her own cottage and assumes responsibility for the budget administration of the unit.

Maintains effective working relationships with the various community agencies, groups, probation services, volunteers, re administration of his/her own cottage; and the assessment, treatment, and group living program direction for all assigned cottages.

Provides direction and consultation to cottage staff relative to group-living and individual and group-counselling programs.

Directs and supervises the volunteer program of assigned cottages relative to its developmental impact on residents.

As a member of a team of program directors, with the Superintendent as chairperson, shares responsibility for the overall development, direction and evaluation of resident assessment and treatment programs of the Centre.

QUALIFICATIONS

Knowledge, Abilities and Skills

Thorough knowledge of institutional policies, procedures and practices.

Sound conceptual and working knowledge of human development and of theories and methodologies of assessment and treatment.

Thorough knowledge of treatment resources outside of the institution.

Ability to plan, allocate, supervise and evaluate the operational management of his/her cottage.

Ability to develop, implement and evaluate individual and group assessment and treatment programs consonant with the constraints of a closed custodial setting.

Skill in crisis counselling; in facilitating personal growth, voluntary and interventive, individually and in groups; and an ability to develop and supervise the same in juvenile counsellors.

Education, Training and Experience

Post-graduate university degree in applied social sciences and at least three years' directly related experience.

Physical Standards

Physically capable of performing the duties assigned.