

<b>OUACHITA PARISH POLICE JURY</b>  <b>PERSONNEL DEPARTMENT</b>  This job description aptly describes the duties and/or assignments being performed but does not exclude other occasional work assignments not included.	<b>JOB TITLE:</b> Social Services Counselor <b>DEPARTMENT:</b> Green Oaks Detention Home <b>PAY CLASSIFICATION:</b> 220
	<b>ADOPTION DATE:</b> May 1998 <b>REVISION DATE:</b> September 2000  <hr/> <b>Acceptance by Department Head</b>  <hr/> <b>Acceptance by Personnel Department</b>

**SUMMARY**

To provide general social services work through direct services and/or counseling services to offenders and their families.

**DISTINGUISHING CHARACTERISTICS OF JOB**

This job is under general supervision of the Assistant Director/Institutional Living, work involves the responsibility of counseling with the juveniles in detention. Ability to act independently with good judgement and reasoning skills.

**EXAMPLES OF WORK**

1. Manage a caseload of offenders by scheduling appointments.
2. Obtain and prepare social histories of offenders for information to be reviewed by program staff and for use in referrals to other agencies.
3. Perform intensive individual interventions with offenders experiencing crisis.
4. Assist Assistant Director/Institutional Living to ensure compliance with Federal court consent decree standards, developmental regulations and ethical practices.

**MINIMUM QUALIFICATIONS**

Training and Experience: Bachelor of Arts degree in behavioral or social science, criminal justice, law enforcement, social work, social or psychology and one (1) year of professional social service OR Bachelor of Arts degree and eighteen (18) months as a Juvenile Detention Officer II.

Knowledge, Abilities, and Skills: Considerable knowledge of childhood development. Ability to establish and maintain effective working relationships with other employees, general public and detained juveniles. Ability to express ideas clearly and concisely, both orally and in writing. Applicable computer skills to enter and retrieve data on detainees.