



COUNTY OF ERIE  
POSITION ANNOUNCEMENT  
AN EQUAL OPPORTUNITY EMPLOYER

**POSTING DATE:** February 4, 2019

**CLOSING DATE:** March 4, 2019

**JOB TITLE:** Juvenile Counselor Per-Diem

**PAY GRADE:** N/A

**BARGAINING UNIT:** Non-Bargaining

**DEPT:** Human Services/OCY/ELTAC\*  
4718 or 4728 Lake Pleasant Road  
Erie, PA 16504

**PAY RANGE:** \$14.30/hour

**HOURS PER WEEK:** As needed

---

**PROCEDURE TO APPLY:** Please read the “How to Apply” section on the [www.eriecountypa.gov](http://www.eriecountypa.gov) website under the “View Job Postings” link below before applying.

Please submit a County Employment Application, Bid Form, Resume and Release Form for Driving History Check stating your qualifications to:

**Department of Human Services, Human Resources Dept.**  
**240 West 11<sup>th</sup> Street, Suite #120, Erie, PA 16501**  
**Apply Monday - Friday, 8:30 am - 4:00 pm**  
**FAX: 814-451-6859**

Application materials must be received by or postmarked on or before: **Monday, March 4, 2019.**

The “How to Apply” section, applications and bid forms can be found on/downloaded from [www.eriecountypa.gov](http://www.eriecountypa.gov). Click on the “View Job Postings” link from the home page to locate information/documents. Completed forms can be hand delivered or mailed to the above address or sent via fax.

*Inquiries related specifically to job duties and responsibilities may be directed to Gerald Battle or Julian Blanks @ 814-451-6191, or, Kenneth Hollis @ 814-451-7040.*

**THE COUNTY OF ERIE IS AN EQUAL OPPORTUNITY EMPLOYER. MEN AND WOMEN OF ALL MINORITY AND NON-MINORITY GROUPS INCLUDING INDIVIDUALS WITH DISABILITIES ARE ENCOURAGED TO APPLY. IF YOU ARE CONTACTED FOR AN INTERVIEW AND NEED ACCOMMODATIONS FOR THE INTERVIEW DUE TO A DISABILITY, PLEASE ADVISE THE INTERVIEWER OF THE ACCOMMODATIONS YOU REQUIRE WELL IN ADVANCE OF THE INTERVIEW.**

**ALL NEW HIRES IN THE DEPARTMENT OF HUMAN SERVICES ARE REQUIRED TO PROVIDE AND ARE SUBJECT TO PENNSYLVANIA CRIMINAL AND CHILD ABUSE CLEARANCES AS WELL AS AN FBI FINGERPRINT CLEARANCE.**

---

**MINIMUM REQUIREMENTS/QUALIFICATIONS:**

All applicants must meet the minimum experience and training (METs) required for the job. The METs for this position are: One year experience working with adolescents, and a bachelor’s degree, including courses in the behavioral sciences; **OR**, Sixty (60) credits from an accredited college or university and any equivalent combination of experience and training.

---

**DUTIES/RESPONSIBILITIES**

**FUNCTIONAL STATEMENT:** This position is a professional counseling position at the Edmund L. Thomas Adolescent Center within the Erie County Office of Children and Youth and reports directly to the Program Director. Juvenile Counselors accept work assignments in the Detention Center Program or the Dependent Shelter Program. The primary responsibility of the Juvenile Counselor is to provide for the care, supervision and security of the adolescents and children residing at the Center.

(continued on reverse)

## **DUTIES**

### **Direct Services Responsibilities**

Conducts interviews to gather information essential to the assessment and intervention for each individual child. Includes contacts with the child, family members and collateral contacts such as the Children and Youth caseworkers, Juvenile Probation officers, mental health professionals and various other clinicians pertinent to case management.

Knowledge of Pennsylvania Department of Human Services 3800 regulations. Ensure that programmatic standards meet or exceed these expectations.

Provides counseling to residents and their families to aid them in achieving a more satisfactory adjustment to their program situations. Monitors family visitation.

Monitors special needs of the residents. Assesses physical stamina, strength and coordination of the child. Monitors for problems common and/or unique to disturbed adolescents and children, such as insomnia, enuresis, encopresis, anorexia, bulimia, etc. Arrange for emergency medical care when necessary. May include direct provision of CPR and First Aid as indicated.

Participates in daily outdoor and indoor physical fitness programs for the residents. Conducts individual and group counseling. Prepares group discussion topics and procedures. Maintains positive community involvement and relationships.

Applies appropriate disciplinary action when necessary. Reviews expectations with residents. Clarifies consequences of inappropriate behavior. Encourages development of more pro-social behavior through the use of shaping techniques and established behavior modification programs.

Prepares residents for appointments such as Court hearings and psychological testing. Clarifies expectations. Assures that child is available for release.

Supervises all activities of the residents. Monitors youth separated from the group. Assures their safety and security as well as their emotional well-being. Monitors all residents during the night hours.

Organizes and assigns residents chores. Supervises their completion.

### **Case Recording Responsibilities**

Prepares daily observation reports. Records child's adjustment to each aspect of the program. Records child's interaction with peers, staff and visitors. Records any specific emotional/social problems noted during the shift.

Maintains confidentiality of records. Exercises appropriate professional discretion in sharing information orally regarding clients.

### **Other Related Duties**

Participates in meetings for the purpose of diagnosis and treatment planning.

Attends relevant in-service and other training. Reads available books, journals and other literature regarding children and adolescent development, emotional disorders and treatment.

Works closely with other social agencies, Courts and community resources. Attends staff meetings.

Performs other related duties as required.

### **PLEASE NOTE:**

- This is part-time, intermittent (non-permanent) work with no benefits.
- Employees serving in this capacity receive calls for first shift, second shift, third shift, evening, weekend and holiday hours.
- By indicating your availability for this position, you are indicating that you are available to work such hours if called.

**\*\*\*This position is subject to the provisions of the Erie County Employee Handbook\*\*\***