

INYO COUNTY
PERSONNEL SERVICES
P. O. Box 249
INDEPENDENCE, CA 93526



(760) 878-0377
FAX (760) 878-0465

AN EQUAL OPPORTUNITY EMPLOYER
(WOMEN, MINORITIES, AND DISABLED ARE ENCOURAGED TO APPLY)

ANNOUNCES AN **OPEN RECRUITMENT** FOR:

REHABILITATION SPECIALIST
Application Deadline: OPEN UNTIL FILLED

DEPARTMENT: Probation
LOCATION: Countywide
SALARY: Range 60 - \$3683 \$3864 \$4057 \$4264 \$4474**

DEFINITION: Under the supervision and direction of, and in cooperation with, the Chief Probation Officer and/or the respective designee, the Rehabilitation Specialist may be assigned to the Inyo County Juvenile Center, under the direction of the Chief Probation Officer or his designee, or to one or more non-custodial services delivery programs serving juvenile and adult populations and administered by the Probation Department. The Rehabilitation Specialist, Senior Rehabilitation Specialist I, and Senior Rehabilitation Specialist II are distinct classifications into which employees are hired or promoted according to the respective department's Authorized Staffing and **are not** eligible for career ladder between advancement between classifications in the classification plan. This position is covered by the Inyo County Probation Peace Officers Association for salary and benefit purposes.

LEVEL OF RESPONSIBILITY AND SCOPE

Receives general supervision and direction from the Chief Probation Officer or respective designees while complying with all applicable federal and state laws and regulations and program policies and procedures.

EXAMPLES OF ESSENTIAL JOB DUTIES – Duties may include but are not limited to the following:

Juvenile Hall Assignments (Probation)

While assigned to the Juvenile Center, in addition to other duties as may arise, the Rehabilitation Specialist supervises and directs the conduct of juvenile detainees, which includes receiving and releasing juveniles and their property; conducting intakes on juvenile detainees; conducting visual and physical inspection of juveniles in custody, their quarters and property, for contraband; distributing prepared meals; observing and reporting on group attitudes and behavior; conducting evidence based group and individual counseling sessions; instructing juveniles in acceptable social conduct; enforcing discipline and maintaining security; leading community service work crews; checking building and nearby grounds for irregular circumstances; conducting programs designed to prepare juvenile detainees for release; transporting juveniles in restraints to and from other juvenile halls, state facilities or appointments; monitoring and maintaining sanitary conditions and orderliness of facility; managing and distributing detainee property which may include medications prescribed by medical staff; maintaining extensive client records; participating in staff meetings; monitoring policies and programs; preparing extensive reports on client program participation and completion; taking appropriate action in emergency situations.

Non-Custodial Services Programs & Services

While assigned to non-custodial services delivery programs serving juvenile and adult populations and administered by the Probation Department, the Probation Rehabilitation Specialist usually assists the Probation Officer with the supervision and monitoring of juvenile offenders, juvenile offenders and their families, and adult offenders, in (1) resource family home (e.g., a relative's home or Foster Home, or the offenders residence) or (2) a resource center setting and/or at dispersed facilities including schools, juvenile halls, jails, offices, and other institutions, which may include assisting with client check-ins; conducting urine testing for use of alcohol and controlled substances; conducting or assisting with evidence based group and individual counseling (including addictions counseling) designed to restore, improve, or maintain functioning of juveniles, juveniles and their families, and adults, consistent with their goals of learning, personal development, self-sufficiency, and independence from alcohol and drug addiction; providing in-custody transports of both adults and juveniles to jail or juvenile hall; providing non-custodial transportation of juvenile and adult clients to and from residences, court, school, service facilities, medical appointments, other appointments, and other destinations; conducting validated risk assessments of clients; preparing extensive reports on client progress and program completion; maintaining extensive case records in a case management system; monitoring compliance with policies and programs, and making recommendations program improvements; assisting with office security and safety; visiting and maintain a positive and supportive presence on school campuses; assisting in the delivery of juvenile court schools services as may be agreed to by

the County; leading community service works crews; and supervising and managing adults and youth assigned to an electronic monitoring program; in addition to other duties as assigned.

EMPLOYMENT STANDARDS:

Education/Training and Experience:

Preferred: A Bachelor's degree and 4 years of experience providing rehabilitation services.

Required: A high school graduate or equivalent with at least one (1) year of experience involving the supervision, care, and leadership of juvenile groups and/or experience working with adults in either a custodial or non-custodial setting providing therapeutic, educational or employment services. An associate degree in the social or behavioral sciences or a related field, or certified drug/alcohol counselor (CDAC) or intern credentials, is preferred.

Skills and Abilities:

Ability to: Provide individual and group supervision, counseling and facilitation; plan and direct recreational and work activities; control, direct and instruct both adult and juvenile clients in custodial and non-custodial settings; promote acceptable behavior of juveniles and adults in custodial and non-custodial settings and intervene as necessary to provide rehabilitative behavior modification; effectively communicate rules and procedures; observe, remember and record events accurately; make quick, effective and reasonable decisions in emergencies and take appropriate action; physically restrain adolescents if necessary (when assigned to the Juvenile Hall) ; learn, interpret and enforce juvenile hall rules; work collaboratively in team-like details; deal with people under high stress circumstances; maintain harmonious relations with clients, co-workers, supervisors and other partner agencies; prepare and present comprehensive written and oral reports; meet and maintain standards of physical endurance and agility; use and care for law enforcement equipment, including standard broadcasting procedure of a two-way radio system; transport clients in all weather conditions; ability to use various cleaning solvents; administer first aid and CPR; work cooperatively with parents and family members of clients in both custodial and noncustodial situations, including residences; follow the direction of lead workers, supervisors, and senior department and program staff; work in a team setting; utilize a computer for conducting risk assessments, composing reports and entering data into a case management system; train on and utilize weaponless defense tactics when appropriate; deploy and remove physical restraints on clients such as handcuffs and leg restraints; deploy and monitor and remove electronic monitoring devices; and, train on and utilize less than lethal force options such as OC pepper spray when needed.

Physical ability to: Physically restrain minors and adults; sit, stand, walk, run, kneel, crouch, stoop, squat, twist and climb; lift and carry up to 50 pounds; exposure to noise, chemicals, bodily fluids, infectious diseases, and potentially hostile and violent situation. Incumbents must perform work inside of a locked facility and out, which will include exposure to heat, cold and dust.

Special Requirements: You may be required to drive a motor vehicle in the course of employment and must possess a valid operator's license issued by the State Department of Motor Vehicles. Must successfully complete a pre-employment background investigation and physical examination, including drug screen and psychological evaluation. Your position may be required to serve as a Disaster Service Worker during a County emergency. Earn and maintain a valid first aid and CPR certificate. Must be willing and able to work various day and night shifts, weekends and/or holidays, including a standby/call-out schedule when required. Must possess sufficient strength and dexterity to physical restrain hostile clients. Must be at least 21 years of age.

Work Location: This is a countywide position and the Rehabilitation Specialist to report to any County facility in the county at his/her own expense. Primary work locations will be at County facilities in Independence, Bishop, and Lone Pine, including County offices that may be located on school campuses. Assignments will entail the Rehabilitation Specialist traveling outside of the County and sometimes out of the State.

APPLICATION: THIS RECRUITMENT WILL REMAIN OPEN UNTIL POSITION HAS BEEN FILLED.

Applications **must be received** in the Personnel Office, P.O. Box 249, Independence, CA 93526. Must apply on Inyo County application form. A cover letter and/or resume will be accepted in addition to the application form but will not serve as a substitute for a completed application. **It is not acceptable to complete the application with statements like "See/Refer to Resume" or "See Attached".** Incomplete applications will not be processed. Applications may be faxed to meet the deadline—original application with original signature must be mailed.

THIS RECRUITMENT MAY ESTABLISH AN ELIGIBILITY LIST THAT MAY BE USED TO FILL FUTURE VACANCIES IN THIS JOB CLASSIFICATION AND SALARY RANGE.

REASONABLE ACCOMMODATION FOR INDIVIDUALS WITH QUALIFYING DISABILITIES: Reasonable efforts will be made in the examination process on a case-by-case basis to accommodate persons with disabilities. If you have special needs, please contact (760) 878-0377 prior to the examination process.

CITIZENSHIP/IMMIGRATION STATUS: Inyo County employs only U.S. citizens and lawfully authorized non-citizens in accordance with the Immigration Reform and Control Act of 1986.

