



AGENDA CONSENT CALENDAR MEMO

Memorandum Date: June 25, 2025

Order Date: July 8, 2025

TO:	Board of County Commissioners
DEPARTMENT:	Human Resources
PRESENTED BY:	Michelle Swancutt, Senior HR Business Partner
AGENDA ITEM TITLE:	ORDER/ In the Matter of Updating the Juvenile Group Worker and Senior Juvenile Group Worker Classifications.

I. MOTION

Move to approve order number 25-07-08-XX In the Matter of Updating the Juvenile Group Worker and Senior Juvenile Group Worker Classifications.

II. AGENDA ITEM SUMMARY

Human Resources has identified the need to update the training and experience of the Juvenile Group Worker and the Senior Juvenile Group Worker classifications to reflect the identified need for in-depth mental health understanding. This classification is utilized in the Youth Services Division of Community Justice and Rehabilitation Services. Human Resources performed a classification analysis for this classification and is asking the Board of County Commissioners to approve the updated Juvenile Group Worker and Senior Juvenile Group Worker classifications.

III. BACKGROUND/IMPLICATIONS OF ACTION

A. Board Action and Other History

The Juvenile Group Worker classifications (Job Code K004 and K005) are long-standing classifications at the County, existing since at least the 1980s. They have received minor modifications over the years including: K004: 09/15/92, 6/27/06, 10/31/18, 9/6/24, 10/04/24 & K005: 12/09/94, 08/27/03, 10/31/18 and are currently placed at salary grade 027 and 031.

B. Policy Issues

There are no policy issues with this item.

C. Board Goals

The classification changes support the Board priority of “Our people and partnerships.”

D. Financial and/or Resource Considerations

There will be minimal costs associated with making this change that will be covered through existing training funds.

E. Health Implications

There are no significant health implications.

F. Analysis

The current job description for juvenile group workers includes essential duties of providing individual and group assessments, short-term service plans, individual and group activities, therapeutic interventions, and distribution of medication crisis support for youth. These are direct care support services subject to the oversight and standards established by the Oregon Administrative Rules for Mental Health Associates. Requiring juvenile group workers to obtain certification as a Qualified Mental Health Associate will ensure they meet the education and regulatory compliance required for direct care providers in Oregon and support their professional growth and training specific to this work. These essential duties will also be required by the 1115 Medicaid Waiver for youth in detention.

These changes to minimum qualification for these classifications will not impact current employees and will only apply to new hires following approval of the updated classifications.

G. Alternatives/Options

1. Adopt the proposed updates to the Juvenile Group Worker and Senior Juvenile Group Worker classification.
2. Reject the motion and provide further direction to Human Resources.

IV. RECOMMENDATION

Human Resources recommends adoption and approval of the proposed updates to the Juvenile Group Worker and Senior Juvenile Group Worker classifications.

V. TIMING/IMPLEMENTATION

Human Resources will move forward with the updates to the Juvenile Group Worker and Senior Juvenile Group Worker classifications upon Board approval.

VI. FOLLOW-UP

Human Resources will enter the new classification language into the databases.

VII. ATTACHMENTS

- A. Board Order 25-07-08-XX
- B. Updated Juvenile Group Worker Classification
- C. Updated Senior Juvenile Group Worker Classification

BEFORE THE BOARD OF COMMISSIONERS OF LANE COUNTY, OREGON

ORDER NO:

In the Matter of Updating the Juvenile
Group Worker and the Senior Juvenile
Group Worker Classifications

WHEREAS, Human Resources has completed an analysis of the updated Juvenile Group Worker and Senior Juvenile Group Worker classification; and

WHEREAS, it is the intent of Lane County to properly classify positions with regard to necessary knowledge, skills, and abilities; and

WHEREAS, changes to the classification requires board approval.

NOW, THEREFORE, the Board of County Commissioners of Lane County **ORDERS** as follows:

1. Establish revised classification language of the Juvenile Group Worker (Job Code K004) and Sr. Juvenile Group Worker (Job Code K005).

ADOPTED this 8th day of July, 2025.

David Loveall, Chair
Lane County Board of Commissioners



LANE COUNTY
K004
Updated 09/06/24
Updated 10/04/24
Updated XX/XX/25

JUVENILE GROUP WORKER

CLASS SUMMARY: To provide care, close supervision, and support services for youth in a Juvenile Detention Facility and/or Residential setting; transport and assist youth in juvenile and residential care, develop and implement activities aligned with evidence-based practices that enhances the growth and development of the youth; and to perform related duties as assigned.

CLASS CHARACTERISTICS: This is the entry/journey level in the Juvenile Group Worker series. Incumbents initially perform the more routine duties assigned to positions in this series and work under close supervision. However, as experience is gained, incumbents are expected to perform the full range of duties as assigned with increasing independence. This class is distinguished from the Senior Juvenile Group Worker in that the latter perform difficult duties assigned to classes within this series including the assessment and service plan of juveniles.

SUPERVISION RECEIVED AND EXERCISED: Receives supervision from designated management staff and technical and functional supervision from Lead staff.

TYPICAL CLASS ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)

1.	Provides supervision and direction for daily activities of youth, including personal hygiene, meals, school, recreational groups, service plan competency and skills groups, and leisure activities.
2.	Uses effective communication to build rapport and assist youth in making appropriate behavioral changes and provide accountability for youth based on information gathered through assessment and observation of specific situations and needs.
3.	Observes and accurately records interventions and youth behavior, attitudes and responses for the courts and other involved professionals; keeps organized documentation and reporting for all youth in care including, but not limited to, group assessments and short-term service plans.
4.	Provides individual and group assessments and participates in the development of short-term service plans and goals and individual and group activities.
5.	Leads youth groups that reinforce pro-social behaviors to help reduce risk of re-offense and assist in rehabilitation goals.
6.	

LANE COUNTY
Juvenile Group Worker (Continued)

7.	Maintains security of the facility by monitoring and conducting inspections, security checks and searches, supervises visitors, support personnel and volunteers when in the secured area of the facility.
8.	Enters and reviews youth information, sift reports, and unit log entries using Juvenile Justice Information System (JJIS).
9.	Operates and ensures effective functionality of electronic monitoring Central Control systems that ensures general safety and security of the facility.
10.	Conducts intakes managing various records including probable cause reports, conducting risk assessments, engaging with various law enforcement agencies and other professional partners, perform urinalyses tests for youth as required.
11.	Transports youth as required adhering to all safety, security policies and procedures.
12.	Facilitates conflict resolution between youth; provides consistent and therapeutic interventions to promote behavioral changes; disciplines and physically restrains youths as needed.
13.	Conducts orientation process for and assessment of incoming youths and assists them in making the initial adjustment to institutional life.
14.	Consults with and assists counselors, caseworkers and other professionals in the department and other agencies involved with individual youths.
15.	Instructs youth in social and life skills, service plan goals, physical exercises, academic skills, and crafts.
16.	Provides information and assistance to medical personnel; distributes medication; handles any medical emergency or crisis situation.
	May provide lead supervision over assigned shift as necessary.

Knowledge of (position requirements at entry):

- Principles, methods and techniques of individual and group facilitation counseling.
- Theories of child and adolescent development and their application and an understanding of the dynamics of behavioral and emotional challenges in youth.
- Crisis intervention and basic first aid techniques.
- Household management, health, safety and personal hygiene.
- Basic principles and methods of service plans for juvenile delinquency.
- Cognitive Behavioral Techniques.

Ability to (position requirements at entry):

- Maintain a safe and secure environment and anticipate and recognize threats to the security of the facility.
- Assess and make sound and appropriate decisions regarding the method of intervention or service plans.

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Juvenile Group Worker (Continued)

- Make accurate assessments of youth behavior and attitude and document observations.
- Plan and implement activities that enhance the growth and development of youth and meet their individual needs.
- Effectively deal with angry, hostile, distraught or confused youth and gain their confidence and cooperation.
- Instruct and teach youth social skills, leisure skills and basic household skills.
- Effectively handle medical or other emergencies and provide crisis intervention.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Communicate clearly and concisely, both orally and in writing.
- Accessing community resources for youth, families and crime victims.
- Supervising and facilitating the behavior of juveniles.
- Maintaining professional boundaries with clients and ability to handle stressful situations.
- Establishing and maintaining cooperative working relationships with co-workers.

Training and Experience ~~(positions in this class typically require):~~

Equivalent to a Bachelor's degree from an accredited college or university with major coursework in child and family studies, behavioral sciences, criminal justice, sociology, psychology, rehabilitation, social work, or a related field.

~~One year of experience working with youth in a residential setting is desirable.~~ Effective July 1, 2025 new employees to the classification must obtain a Qualified Mental Health Associate (QMHA) certification within two (2) years of hire.

An equivalent combination of experience and training that will demonstrate the required knowledge and abilities is qualifying.

NOTE: This position is represented by LCPOA - Group Workers.

Classification History:

FLSA Status: Non-Exempt

10/31/18 – de minimus change to minimum qualifications – removed specific degree requirement.

10/4/24 – de minimus change to clarify duties around leading youth, intake and supervision of youth in custody. Approved by the Chief Human Resources and LCPOA.

X/X/X –change to minimum qualifications – added specific degree and certification requirements.



LANE COUNTY
K005
Updated 08/27/03
Updated 10/31/18
Updated X/X/25

SENIOR JUVENILE GROUP WORKER

CLASS SUMMARY: To provide care, guidance and supervision of juveniles in a secure residential setting; to plan, develop and implement activities that enhance the growth and development of the individual youth. To provide coordination and oversight on shift to ensure all operational duties are covered. To facilitate staff communication with each other and supervisors and adherence to policies and procedures. To maintain close communication with detention supervisors regarding detention staff adherence to policies and procedures, ethical guidelines and work performance; and to perform related duties as assigned.

CLASS CHARACTERISTICS: This is the advanced journey level class in the Juvenile Group Worker series. Positions at this level are distinguished from other classes within the series by assuming lead or supervisory responsibilities over other staff and by assuming responsibilities for coordinating programs and activities and for implementing effective treatment, security and custody procedures. Employees perform difficult and responsible types of duties assigned to classes within this series including assessment and treatment of juveniles; individual and group counseling; orientation of new residents to the facility; guidance, care and training of juveniles. Employees at this level are required to be fully trained in all procedures related to assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED: Receives general supervision from the Group Work Supervisors, and technical and functional supervision from the lead Senior Juvenile Group Worker. May exercise functional and technical supervision over professional, clerical, technical, and other assigned staff.

TYPICAL CLASS ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)

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|----|---|
| 1. | Supervises daily activities of detainees, including personal hygiene, meals, leisure activities and work activities. |
| 2. | Assists residents in making appropriate behavior and attitudinal changes based on information gathered through assessment and observation of specific situations and needs. |
| 3. | Observes and accurately records residents' behavior, attitude and responses for the courts and other involved professionals. |
| 4. | Provides individual and group assessments and participates in the development of short-term treatment plans and goals, and individual and group activities. |
| 5. | Provides training and feedback to assigned personnel; and provides input related to employees' performance evaluations. |

LANE COUNTY
Senior Juvenile Group Worker (Continued)

6.	Trains, supervises, monitors and evaluates the work of volunteers, extra-help, and students.
7.	Provides individual counseling and leads group counseling sessions, recording individual responses and group dynamics.
8.	Maintains the security of the facility; conducts inspections and security checks and searches; supervises visitors, support personnel and volunteers when in the secured area of the facility.
9.	Facilitates conflict resolution between youth; disciplines and physically restrains youths as needed.
10.	Conducts orientation process for and assessment of incoming youths and assists them in making the initial adjustment to institutional life.
11.	Consults with and assists family members, counselors, caseworkers and other professionals in the department, and other agencies involved with individual youths.
12.	Instructs youth in social and life skills, physical exercises, academic skills and crafts.
13.	Provides information and assistance to medical personnel; administers medication; handles any medical emergency or crisis situation.
14.	May act as shift supervisor coordinating, planning and monitoring the activities, assisting staff and ensuring the security and smooth operation of the facility during the shift. Recommends and assists in the scheduling of personnel in the work unit to maintain minimum staffing levels and training.
15.	Provides ideas and suggestions for effective and efficient policies and procedures and best practices program development.
16.	Participates on and coordinates committees to address development and implementation of new programs.
17.	Facilitates communication, problem solving and conflict resolution between co-workers.

Knowledge of (position requirements at entry):

- Teamwork concepts and communication techniques, including conflict resolution.
- Principles, methods and techniques of individual and group counseling.
- Theories of youth and adolescent development and their application, and understanding of the dynamics of behavioral and emotional problems in youth.
- Crisis intervention and emergency response to youth acting out.
- Basic first aid and CPR techniques.
- Lane County Department of Youth Services and detention practices, policies and procedures and applicable state laws, rules and regulations.
- Household management, health, safety and personal hygiene.
- Research based principles and methods of effective treatment for juvenile delinquency.

LANE COUNTY
Senior Juvenile Group Worker (Continued)

- Emergency building and security response procedures.

Ability to (position requirements at entry):

- Coordinate programs and activities on a shift.
- Advise and train other group workers in the concepts of detention, department policies and procedures, and the appropriate handling of serious or recurring behavior problems and crisis or emergency situations.
- Prepare short-term treatment plans and goals with input from other professionals.
- Train and oversee volunteers, students and staff.
- Maintain a safe and secure environment and anticipate and recognize threats to the security of the facility.
- Assess and make sound and appropriate decisions regarding the method of intervention or treatment.
- Make accurate assessments of youth behavior and attitude, and document observations.
- Plan and implement activities that enhance the growth and development of youth and meet their individual needs.
- Effectively deal with angry, hostile, distraught or confused youth and gain their confidence and cooperation.
- Instruct and teach youth social skills, leisure skills and basic household skills.
- Effectively handle medical or other emergencies and provide crisis intervention.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Communicate clearly and concisely, both orally and in writing.

Training and Experience (positions in this class typically require):

Equivalent to a Bachelor's degree from an accredited college or university with major coursework in child and family studies, psychology, behavioral sciences, criminal justice, sociology, rehabilitation, social work, or a related field.

Two years of responsible professional experience working with youth in a residential setting. An equivalent combination of experience and training that will demonstrate the required knowledge and abilities is qualifying.

Licensing Requirements ~~(positions in this class may require):~~

Effective July 1, 2025 new employees to the classification must possess a Qualified Mental Health Associate (QMHA) certification.

NOTE: This position is represented by LCPOA - Group Workers.

Classification History:

FLSA Status: Non-Exempt

10/31/18 – Changed minimum qualifications: removed specific degree field requirement, reduced experience to two years, removed OJDDA training requirement.

X/X/X –change to minimum qualifications – added specific degree and certification requirements.