

CONTROL/ACTIVE COUNSELOR RESPONSIBILITIES

AUTHORITY: Administrative Directive

RESCINDS: Procedure Manual Item 3-3-E, dated 11/27/19

FORMS: None

PURPOSE: To describe a standardized procedure for Control Counselor/Active Counselor at Youth Guidance Center

I. PROCEDURE

A. Control Counselor

The staff member working this position deals with the mechanical issues that affect the unit. The Control Counselor must remain around the desk area, answer the telephone, control movements of the youth to and from the unit, and maintain the unit logbook in an accurate and updated manner. The Control Counselor will also do the following:

1. Keep the unit running on schedule.
2. Ensure that work is completed as assigned.
3. Ensure the unit is clean at all times, including staff areas, and that the trash is emptied.
4. Ensure that safety checks, damage control inspections, and random room searches are completed as required.
5. Ensure unit ICMS entries are accurate and document verification checks as reported by the Active Counselor.
6. Ensure medications are dispensed and urinalysis tests are completed.
7. Ensure showers are supervised.
8. Assume rear position during line movements.
9. [REDACTED].

B. #1 and #2 Active Counselors

1. Assists the Control Counselor by ensuring that youth conform to time frames and events occurring in the unit during the shift.

2. Continuously circulates around the unit to motivate youth, listen to conversations, intervene before problems arise, confront negative behavior and ensure youth participate in unit activities such as unit programming, making beds, cleanup, etc.
3. Perform situational counseling as needed.
4. Continuously circulate around the unit to maximize supervision coverage.
5. Conduct counseling or caseload counseling sessions, programs, activities, and ensure program time frames are met.
6. Assume forward and middle positions during line movements.
7. Conduct safety checks as necessary.
8. Conduct damage control inspections as necessary and advise the Control Counselor upon completion of the population verification.

NOTE: The authority of the #1 and #2 Active Counselor positions are identical to that of the Control Counselor; however, each serves a different role. When the Control Counselor leaves the unit, then the #1 Active Counselor must assume the Control Counselor responsibilities in the immediate vicinity of the desk. If the Control Counselor and the #1 Active Counselor are absent from the unit, the #2 Active Counselor assumes the Control Counselor responsibility. The positions may rotate during the shift.

REFERENCES:

Procedures:	3-11-002	Integrated Case Management System (ICMS) Automated Logbook and Manual Logbook
	3-14-004	Youth Guidance Center Shower and Personal Hygiene Guidelines
	3-8-006	Daily Schedule -Youth Guidance Center
	3-2-001	Facility Security

F. Frias

APPROVED BY: