



## Job Description

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<b>TITLE:</b>	<b>Counselor Aide</b>	<b>JOB CODE:</b>	3834
<b>DEPARTMENT:</b>	Detention Center	<b>FLSA:</b>	Non-Exempt
<b>PREPARED:</b>	December 2006	<b>UPDATED:</b>	08/31/2020

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**Summary:** Under the supervision of the Operations Lieutenant, works closely with the Critical Incident Coordinator in providing support and advocacy to adult offenders who are incarcerated at the San Juan County Adult Detention Facility.

**Essential Job Functions:** *The list that follows is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks.*

- Assists the Critical Incident Coordinator with intervention, assessment and follow-up support for inmates demonstrating anger, anxiety, depression, trauma and grief.
- Provides assistance and support for Critical Incident Stress Debriefings with both staff and inmates.
- Conducts general education groups for inmates.
- Utilizes department computer to prepare internal and external reports in a timely manner.
- Compiles reports, testifies in administrative hearings and makes recommendations concerning conditional matters of incarcerated offenders.
- Secures remedial action if necessary.
- Performs other related duties as assigned.

### Required Knowledge and Skills:

- Knowledge of the principles and procedures for incarcerated individuals.
- Knowledge of laws and regulations relating to adult detention.
- Knowledge of County and department policies and procedures.
- Skills in reading and interpreting documents such as safety rules, operating and maintenance instructions and procedure manuals.
- Skill in maintaining records and preparing reports and correspondence.
- Skill in presenting information to small groups of people.
- Skill in solving practical problems and in dealing with stressful situations.
- Skill in interpreting a variety of instructions furnished in written, oral, diagram or schedule form.
- Skill in following and effectively communicating verbal and written instructions.
- Skill in working independently or as a team member.
- Skill in communicating effectively, both orally and in writing.
- Skill in establishing and maintaining effective working relationships with elected officials and County staff.
- Skill in the use of a personal computer and standard business software.

### Education and Experience:

- High School diploma or GED equivalent and two (2) years related experience or training.

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Counselor Aide

- Licensure, Certification or documented experience with intervention, assessment and Critical Incident Stress Debriefing preferred.
- Must have no felony convictions or convictions for crimes involving moral turpitude.
- Valid State of New Mexico Driver’s license or able to obtain within six (6) months of employment.

**Environmental Factors and Conditions/Physical Requirements:**

- Work is performed in a correctional/office environment; may be subject to repetitive motion such as typing, data entry and vision to monitor; may be subject to extended periods of intense concentration in the review of documents and reports.
- Requires working in a correctional inmate environment; frequently exposed to conditions associated with inmate behavior challenges to include but not limited to profanity, insulting/provoking gestures and confrontational personalities; the noise level in the work environment is usually moderate.
- Work schedule for this position may include working on religious holidays.
- Utilize, process, and navigate the County’s electronic ERP system as necessary and appropriate based on the needs and requirements of this position.

**Equipment and Tools Utilized:**

- Equipment utilized includes computerized and conventional office equipment.

**Approvals:**

**Employee:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Supervisor** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Department Head:** \_\_\_\_\_ **Date:** \_\_\_\_\_