



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

ANNOUNCES AN OPEN RECRUITMENT FOR:

**REHABILITATION SPECIALIST (FULL-TIME or PART-TIME)**  
**Application Deadline: OPEN UNTIL FILLED**

**DEPARTMENT:** Probation  
**LOCATION:** Countywide  
**SALARY:** **Full-Time** - \$3471 \$3641 \$3823 \$4018 \$4216\*\*  
**OR**  
**Part-Time** - \$18.60 - \$22.59/hour (20-29 hours/week – prorated medical and leave benefits  
Or up to 19 hours/week – no County benefits)

**\*\*BENEFITS (Full-Time Employees):** CalPERS Retirement System: Existing (“Classic”) CalPERS members as of January 1, 2013, (2% at 55) – Inyo County pays employee contribution for current CalPERS members; New CalPERS members hired after January 1, 2013 (2% at 62) will be required to pay at least 50% of normal cost. Medical Plan – Inyo County pays a portion of employee and dependent monthly premium on PERS medical plans; 100% of employee and dependent monthly premium paid for dental and vision; \$20,000 term life insurance policy on employee. Vacation – 10 days per year during the first three years; 15 days per year after three years; 1 additional day for each year of service after ten years to a maximum of 25 days per year. Sick leave – 15 days per year. Flex (personal days) – 5 days per fiscal year. Paid holidays – 11 per year.

**DEFINITION:** May be assigned to work in the Inyo County Probation Department and/or Inyo County Health and Services Department. Under the supervision and direction of, and in cooperation with, the Chief Probation Officer and/or the Health and Human Services Director, or one of their respective designees, 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 Health and Human Services Department, or by both departments working in concert. While the Rehabilitation Specialist will be hired by, and assigned to either the Probation Department, or Health Human Services Department, the Rehabilitation Specialist may be assigned, temporarily or permanently, to the other department based on the County’s needs. This position is covered by the Inyo County Probation Peace Officers Association for salary and benefit purposes.

**DISTINGUISHING CHARACTERISTICS**  
**LEVEL OF RESPONSIBILITY AND SCOPE**

Receives general supervision and direction from the Chief Probation Officer and/or the Health and Human Services Director, or one of their 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 (Probation & HHS)**

While assigned to non-custodial services delivery programs serving juvenile and adult populations and administered by the Probation Department, the Health and Human Services Department, or by both departments working in concert the Probation Rehabilitation Specialist usually assists the supervising caseworker (including but not limited to Probation Officer, Social Worker, Psychotherapist or other caseworker) 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:**

Must pass a physical examination, including drug screen, extensive personal background check, and psychological evaluation; earn and maintain a valid first aid and CPR certificate; must possess or obtain by appointment date a valid operator's license issued by State Department of Motor Vehicles. 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.

#### **Special Requirements continued:**

Individuals selected must also: (1) must successfully complete Section 832 Penal Code training (Arrest, search and seizure) within twelve (12) months of appointment to coincide with a twelve (12) month probationary period; and (2) must possess

or successfully complete STC Core training for Juvenile Corrections with twelve (12) months of appointment to coincide with a twelve (12) month probationary period. The training required for this position will be provided at no expense to the individual hired.

**Work Location:** This is a countywide position and the Rehabilitation Specialist will be expected 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.

**Core Competencies:**

The core competencies listed below and the ability to immediately demonstrate these competencies consistent with the position's level in the department and the specific work assignment:

- **Intensity:** Goes after the goal with passion; is results oriented, and gets the job done. *Key Concepts:* Risk-taker; results-oriented; and initiative driver.
- **Ethical Behavior:** Does what is right regardless of temptations and pressures to do otherwise; upholds the public's trust; and conducts self-according to a set of principles. *Key Concepts:* Respect; trust; responsible; fair; and caring.
- **Influence:** Affects successful outcomes for the organization through the use of masterful leadership, collaboration, and a keen understanding of the organization, its goals, and the interests of all parties. *Key Concepts:* Engaged; collaborative; strategic orientation; situational awareness; organizationally savvy; inspirational; energizing-empowering; team orientation; and change agent.
- **Commitment:** Successfully builds relationships with and promotes involvement of diverse groups; considers the needs of diverse clients when developing policies and procedures related to service; works closely with diverse groups to identify and deliver services that meet their needs and the strategic objectives of the program; establishes customer service as the single purpose to which all resources are dedicated; focuses on delivering the best services possible to the public; focuses on customer needs; and is committed to public service. *Key Concepts:* Public servant; and customer service.
- **Interpersonal Skills:** Possesses and uses versatile communication styles and approaches; understands the underlying psychology of why people act as they do and changes approach to affect positive outcomes; builds rapport throughout the organization; and develops human potential. *Key Concepts:* Staff development; communication; listening; delegation; recognition; and buy-in.
- **Resiliency:** Is adaptable; takes direct action; leads by example; exhibits tenacity. This leader is ready, flexible, self-reliant, and has a reputation for finding opportunities in difficult situations. *Key Concepts:* Action-orientation; adaptability; flexibility; agility; tenacity; survivability; courage; confidence; and intuition.
- **Craftsmanship:** Rejects the "good enough for government work" attitude; takes ownership of work done and results accomplished; takes pride in delivering quality services to customers; seeks out opportunities to develop new and creative solutions and programs; imagines possibilities; defines a vision, and works to bring vision into reality. *Key Concepts:* Innovative; imaginative; inventive; pride-in-work; accountability; self-development; and self-starter.

**SELECTION:** Selection procedures will be determined by the number and qualifications of applicants and may include a qualification screening, written examination, computer skills exercise, and oral examination.

**APPLICATION:** **This recruitment will remain open until positions have been filled.** Applications must be received at the Inyo County Personnel Department, 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.

The County of Inyo has work sites located throughout the Owens Valley (Independence, Bishop, Lone Pine, Big Pine, and Olancho) and the Death Valley area (Death Valley, Tecopa, and Shoshone). Positions are assigned to a work site based upon the needs of the County. Positions may be temporarily or permanently reassigned to another work site as deemed necessary by the Department Head and/or County Administration. **All positions are considered Countywide positions**, and employees are expected to report to all Inyo County work locations as needed to complete assigned work.

**REASONABLE ACCOMMODATION FOR INDIVIDUALS WITH QUALIFYING DISABILITIES:** Inyo County will make reasonable efforts 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.