

JOB DESCRIPTION
JUVENILE CORRECTIONS OFFICER

I. STATEMENT: The Juvenile Corrections Officer is responsible for security, rehabilitation and maintenance in this forty-bed facility. He/She will perform other duties deemed to be in the best interest of the residents by the Detention Center Supervisor.

II. QUALIFICATIONS

- A. Bachelor of Arts or Bachelor of Science Degree (in a related field preferred.)
- B. Personal Qualities:
 - 1. Ability to work with disturbed adolescents,
 - 2. Good verbal/written communication skills,
 - 3. Ability to get along with other staff, supervisors and the public,
 - 4. Must be willing to work with male and female residents interchangeably,
 - 5. Must be in good physical condition to be able to restrain out-of-control residents in a way that reduces risk of injury,
 - 6. Possess a valid driver's license.

III. DUTIES: SECURITY STATEMENT

Security must be dealt with as an attitude. It cannot be purely mechanical. Security affects the basic sense of safety of each resident and staff member.

- A. Search each child:
 - 1. Admission,
 - 2. Other times per manual.
- B. Check all security devices at least once during each shift,
- C. Maintain current count of residents,
- D. Report any breach or potential breach to Supervisor immediately.

IV. PROGRAM

The Juvenile Corrections Officer is line staff and provides program services directly.

- A. Mechanics:
 - 1. Move residents through daily schedule in a timely manner,
 - 2. Maintain order and discipline per manual.
- B. Rehabilitation:
 - 1. Awareness of group dynamics,
 - 2. Monitor individual activities,
 - 3. Counsel with groups,
 - 4. Counsel with individuals,
 - 5. Present a positive role model,
 - 6. Maintain respect as an authority figure,
 - 7. Administer the Levels Programs firmly and fairly.

JUVENILE CORRECTIONS OFFICER (continued)

- C. Training:
 - 1. Orientation – 120 hours,
 - 2. 40 hours per annum.
- D. Communication:
 - 1. Reports,
 - 2. Records,
 - 3. Verbal.
- E. Transportation of juveniles. Must possess and maintain a valid driver's license. Driving may be restricted at Supervisor's discretion. Offenses including, but not limited to, fleeing and eluding, DUI/DWI, and reckless operations would be grounds to restrict or exclude from driving.

V. MAINTENANCE

- A. Supervise residents while they are cleaning,
- B. Dispense materials needed for maintenance program,
- C. Keep an on-going schedule of maintenance,
- D. Notify Supervisor of any damage or shortages.

IV. WORKING HOURS – THREE SHIFTS

- A. Day: 6:45 AM to 2:45 PM (PT); 6:45 AM to 3:00 PM (FT)
- B. Evening: 2:45 PM to 10:45 PM (PT); 2:45 PM to 11:00 PM (FT)
- C. Night: 10:45 PM to 6:45 AM (PT); 10:45 PM to 7:00 AM (FT)
- D. Overtime:
 - 1. Voluntary,
 - 2. Required by Supervisor.
- E. Staff will be assigned a primary shift but may be called upon to work other shifts as the need arises.