

JOB DESCRIPTION JUVENILE CORRECTIONS OFFICER

I. STATEMENT

The Juvenile Corrections Officer is responsible for security, rehabilitation, and daily operations 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. 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.
7. Ability to pass drug screen and criminal background check.
8. Must be 21 years or older

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.

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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, OVI/DUI, and reckless operation 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
- VI. WORKING HOURS – THREE SHIFTS**
- A. Day: 6:45 pm 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. Mandatory/Required by Supervisor
 - E. Full-Time Staff will be assigned a primary shift. Please note, full time staff may be assigned mandatory overtime or called upon to work other shifts, as the need arises.
Part-Time Staff will be scheduled as needed.
- VII. SIX MONTH PROBATIONARY PERIOD UPON HIRE**