

**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 required.
- 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.
  - 7. Ability to pass drug screen and criminal background check.

**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. Required by Supervisor.
- E. Full-Time Staff will be assigned a primary shift but may be 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**