

## JOB DESCRIPTION

Job Title: **Juvenile Detention Officer**

Department: Line Staff

Location: Detention Center

FLSA Status: Partial-Exempt

Reports to: Shift Supervisors

Application Deadline: Until position is filled

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### JOB SUMMARY

Juvenile Detention Officers are responsible for the direct supervision and the safety and security of all youths in Detention. They must administer the behavioral programs according to the operations manual. They should perform all required duties and record keeping, and exhibit the professional demeanor expected of all Coosa Valley staff.

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### DUTIES AND RESPONSIBILITIES

**Safety and Security** – The primary functions of a Juvenile Detention Officer are security and safety. In order to maintain these conditions at optimal levels, the following must be adhered to:

**Physical Head Counts:** all youths must be accounted for at all times.

**Security Checks:** security of all doors

**Safety Checks:** 15-minute visual checks of youths in room and monitoring of the intercom when assigned by the senior staff of duty.

#### Record Keeping

Another major facet of the job is record keeping. These records must be accurate and written in a professional manner. They are considered official records for the courts and are sometimes used as evidence or reference material.

Record keeping includes but is not limited to intake information sheets, intake screening forms, and release forms. When instructed by the Shift Supervisor, the Juvenile Detention Officer will assist with the shift report entries, youth's data sheets (e.g. primary requirement sheets, roster and rank lists, and other paperwork).

## Demeanor

Juvenile Detention Officers are expected to have control of themselves at all times. Friction between staff must be kept to a minimum and should never be displayed in front of the youths. To be an effective team, the members of each shift must rely on one another and provide feedback to each other concerning decisions made on the shift and job performance. Juvenile Detention Officers are expected to arrive for work on time and remain until proper relief arrives. Exhibiting a calm, controlled demeanor in front of the youths is vital. If you allow a youth to manipulate you into losing your temper, then you have also lost control of that youth.

## Professionalism

The impression given to judges, probation officers, police and a youth's family is derived partially from contact with Juvenile Detention Officers. It is therefore essential that you conduct yourself in a professional manner at all times when dealing with these people.

## Confidentiality

Juvenile Detention Officers will observe the legal and ethical guidelines of confidentiality set forth at Coosa Valley Youth Services. You will not reveal names or facts about any youth detained at the center, nor take any information from the youth's file outside the center.

## Other Duties

Juvenile Detention Officers are responsible for the supervision of any volunteers/interns assigned to their shift. You are expected to assist in the training of new employees and to provide feedback on these trainees' overall job performance to the administration. Juvenile Detention Officers will assist with sick call when required. Third shift staff shall perform the necessary clean-up duties and laundry. Juvenile Detention Officers will perform all other reasonable duties as assigned.

## Qualifications

### Knowledge, Skills, and Abilities

Have a working knowledge of youth's rules, the program manual, and the Policy and Procedure manual. Knowledge of behavior modification theory and techniques. Have current Red Cross-approved CPR and First Aid training. Knowledge of juvenile laws as they apply in a Detention setting. Ability to work effectively as a team player. Be able to read, write, and communicate well enough with others to ensure the adequate operation of the center's programs.

Must be security and safety conscious. Have knowledge of suicide prevention and crisis intervention techniques. Have the flexibility to deal with the most unusual of situations. Be able to provide minimum counseling to youths as needed.

### Physical Characteristics

See well enough to read written material. Hear well enough to talk on the phone and carry on normal conversations. Speak well enough to verbally communicate effectively with others. Have the body mobility to move about in the building. Be able to defend oneself and others in a physical confrontation.

### Credentials

Be at least 21 years of age. Have a high school diploma and preferably college-level courses in Psychology, Sociology, Corrections, or a related field.

### Special Requirements

Be able to work irregular hours. All Juvenile Detention Officers must be able to come in to work when needed for emergency staffing. Be able to attend training activities to include staff meetings, CPR training, suicide prevention training, preventive intervention techniques, and other training necessary to perform the duties of a Juvenile Detention Officer.

