JOB DESCRIPTION

Job Title: **Juvenile Training Officer 1**
Department: Line
Location: Lewis Academy
FLSA: Partial Exempt
Reports to: Program Manager
Effective Date: January 2019
Updated:

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JOB SUMMARY

Responsible for the direct supervision, safety, and security of youth in the program. Administers behavior program, follows each youth's treatment plan, individual behavioral plans put in place by counselors and administration and daily schedule according to operations manual. Mentors youth to support positive behavioral outcomes. Performs all required duties and record keeping and exhibits the professional demeanor expected of a Juvenile Training Officer 1.

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DUTIES AND RESPONSIBILITIES

Security and Safety

The primary function of a Juvenile Training Officer is the security, safety, and well-being of the youth in the program. In order to achieve this, the following must be adhered to:

A. Physical Head Counts: All youth must be accounted for at all times. This will require knowing the location of those youth for whom you are responsible and for reporting such information in the shift log.

B. Security Checks: Make periodic security checks throughout your shift to ensure that all areas of the building are properly secured.

C. Inspections: Perform at least one inspection of two youth areas per shift in the presence of the youth. Purpose of the inspection is to look for contraband, weapons, and unauthorized items and to inspect a youth area for compliance with dorm standards. Conducts search of youth following visitation or trips off campus. Performs random frisks of youth throughout their shift.

DUTIES AND RESPONSIBILITIES (cont'd) **(Academy-JTO 1)**

Security and Safety (cont'd)

D. General Security: Conduct constant monitoring of your immediate area to detect any tools, equipment, toxic materials, etc. that need to be properly stored.

Record Keeping

Maintaining accurate and proper information in various forms and reports will be critical in terms of liability protection, accountability, and program effectiveness. It is therefore imperative that attention be given to providing accurate and complete information in all reports, forms, shift logs, etc.

Records to be kept include, but are not limited to intake packets, shift logs, incident reports, youth progress reports and Basic Living Skills records.

Orientation of Youth

Receive new youth on a designated intake day and be responsible for supervising these youth through the orientation period as well as the rest of the program. Be responsible for, but not be limited to:

1) issuing uniforms to youth
2) issuing bed linens and personal hygiene items to youth
3) instructing youth on proper dorm standards as they relate to storage of clothing, hygiene items, appearance of the bed, proper wearing of uniforms, cleanliness of dorm, etc.
4) Administering initial haircut to youth and ensuring compliance with hair standards.
5) completing all required intake documentation (e.g. property inventory, questionnaires, intake packet)
6) deliver youth to the Counselor and Teacher for appropriate testing

Physical Fitness

All Juvenile Training Officers will be expected to maintain a level of physical fitness that will allow them to demonstrate a variety of physical agility exercises.

Be able to demonstrate physical fitness exercises per staff training and directions from the Program Manager.

Demeanor

Due to the nature of this program, it is vital that each Juvenile Training Officer maintains a professional attitude. This will always involve having control of your emotions , working your shift in a proper uniform, and working in a positive, cooperative manner with fellow staff members. At no time will a Juvenile Training Officer curse or use profane language when addressing youth or fellow staff nor will abusive, or demeaning language be tolerated.

Community Service Projects/Off-campus Activities/On-campus Work Detail

Transport to, and supervise at, various community service projects according to schedule provided. Assist youth in working together and with other community volunteers on projects in the community. Maintain supervision of youth at all times to ensure proper use of equipment. Teach youth appropriate way to complete tasks, and maintain a positive attitude concerning teamwork to get the job done.

Other Duties

- Assists teachers in classrooms with supervision, behavior management, and orderly movements of youths.
- Explains and enforces rules and regulations to youths.
- Instructs youth in Basic Living Skills (personal hygiene, laundry, housekeeping, behavior education, healthy lifestyle, money management, meal preparation, shopping, and using public transportation).
- Directly supervises recreational activities, and special activities such as assemblies, religious services, and facility tours.
- Maintains building, building grounds, and youth security.
- Responsible for housekeeping and laundry duties being completed in compliance with health and fire standards.
- Plans and conducts approved group activities, competitions, discussions, and presentations with small groups of youth.
- Communicates by telephone and in person with law enforcement officials, probation officers, parents, and the public and documents information as required of communications.

Other Duties (Cont'd) (Academy-JTO 1)

- Inventories prescription medications and administers both over-the-counter and prescription medications. Documents these in accordance with DYS Licensing Standards, CVYS Policy, and Lewis Academy Procedures.

- Counsels youth with behavioral, personal, and medical problems, and arranges proper contact with or referrals to the program manager, counselors, or nurse as needed.
- Performs searches for contraband (bed area, common areas, secure areas, and juveniles)
- Assist Program Manager with training and evaluating new employees.
- Assist in sick calls.
- Transporting youth when necessary.
- Assume responsibility for a shift in the absence of a JTO 2 or above.
- Other duties as assigned by JTO 2, JTO 3 or the Program Manager.

QUALIFICATIONS

Knowledge, Skills, and Abilities

Have working knowledge of operations manual, youth rulebook, and personnel policies. Have a current certification in First Aid and CPR by the American Red Cross. Have a working knowledge of behavior modification and Use of Force. Have knowledge of suicide prevention and crisis intervention techniques. Be able to read, write, and communicate well enough to give and receive instructions.

Physical Characteristics

See well enough to read written material. Hear well enough to communicate on the phone and carry on a normal conversation. Speak well enough to give clear instructions to youth. Maintain a level of physical fitness that allows for demonstration of basic agility exercises. Have the body mobility to move about in the building and to supervise youth on outings and community service projects. Be able to defend oneself and others in a physical confrontation.

Credentials

Be at least 21 years of age. Have a high school diploma or GED. Prefer college-level course work in Psychology, Sociology, Corrections, or a related field.

Special Requirements

Be able to work irregular hours. Have the ability to work at heights of 50 feet or more and effectively observe training to ensure safety and compliance with training objectives. Be able to attend training activities including staff meetings, a water safety course, CPR training, Use of Force training, suicide and crisis intervention training. Possess a valid driver's license and be willing to drive as duties require. Must be insurable under agency's auto insurance carrier without an additional surcharge. Must meet and maintain Juvenile Training Officer dress and appearance standards.

EMPLOYEE STATEMENT

I have read the job description for the position of **Juvenile Training Officer 1** at Lewis Academy and understand the duties and responsibilities assigned to this position.

Initials: _____

Is there anything that would keep you from performing any of the duties and responsibilities as listed in this job description?

Yes _____ No _____

If Yes, to what extent would you be unable to satisfactorily perform your job?

I certify that I have never been charged with or convicted of a sex offense or a criminal charge related to child abuse.

Initials: _____

I understand that my employment with Coosa Valley Youth Services is subject to the personnel policies and procedures as adopted by the Board of Directors or by any action taken by the Board of Directors.

Employee Signature: _____

Date: _____