

JOB DESCRIPTION

Job Title: **Juvenile Detention Officer 1**

Department: Line Staff

Location: Detention Center

FLSA Status: Partial-Exempt

Reports to: Program Manager

Effective Date: January 1, 2019

Updated:

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 a Juvenile Detention Officer 1.

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 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.

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

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

Searches: Including rooms, building and youth for contraband, weapons and all prohibited items. Youth searches are conducted at intake, returning from an outside trip, after visitation and anytime there is a safety or security concern.

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.

Duties and Responsibilities (cont)

(Detention-JDO1)

Records to be kept include, but are not limited to intake packets, roster, incident reports, shift reports, primary requirement sheets, canteen sheets and incident reports. 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 materials.

Demeanor

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

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

- Processes incoming detainees.
- Explains and enforces rules and regulations to youths.
- Instructs youth in personal hygiene.
- Processes new admissions into facility, completes forms, issues room assignment, maintains population information as required on wall boards and reports
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Other Duties (Cont'd)

(Detention-JDO1)

- Assists teachers in classrooms with supervision, behavior management, and orderly movements of youths.
- Explains and enforces rules and regulations to youths.
- 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.
- Inventories prescription medications and administers both over-the-counter and prescription medications. Documents these in accordance with DYS Licensing Standards, CVYS Policy, and Detention Procedures.
- Counsels youth with behavioral, personal, and medical problems, and arranges proper contact with or referrals to the program manager, counselor, 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 work related duties as assigned by JTO 2, JTO 3 or the Program Manager or above.

QUALIFICATIONS

(Detention-JDO1)

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 unusual situations. Be able to provide minimum counseling to youths as needed.

Qualifications (Cont'd)

(Detention-JDO1)

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. Possess a high school degree or G.E.D. certificate. Some college preferred in a behavioral science. Some childcare experience, working with teens is preferred. Must possess a current Alabama driver's license and be insurable by Coosa Valley Youth Services' insurance carrier without a surcharge.

Special Requirements

Be able to work irregular hours. Be able to attend training activities including staff meetings, a water safety course, CPR training, Use of Force training, suicide and crisis intervention training. Must meet and maintain Juvenile Detention Officer dress and appearance standards.

EMPLOYEE STATEMENT

I have read the job description for the position of Detention-**Juvenile Detention Officer 1** 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 or Directors or by any action taken by the Board of Directors.

Employee Signature: _____

Date: ____/____/____