

Mini-Cassia Juvenile Detention Center

Job Description - Juvenile Detention Officer

Mission Statement

The Mini-Cassia Juvenile Detention Center will provide a safe and secure setting for all residents. The Center will meet the basic necessities of all residents such as proper nutrition, hygiene, rest, exercise, medical care, and education. Additionally, the Center shall establish and follow a highly structured program designed to hold residents accountable for their behavior by assessing consequences for the violation of Detention Center rules.

GENERAL STATEMENT OF DUTIES:

Acts as a positive role model in the supervision of residents placed at the Mini-Cassia Juvenile Detention Center, performs a variety of leadership functions on an assigned shift. Does related work as required.

Must be willing to attend and complete a three (3) week POST Juvenile Detention Officer Academy when assigned to do so.

DISTINGUISHING FEATURES OF THE JOB:

Employees in this job independently supervise the Detention Center's Residents in their daily activities including recreation, dining, housekeeping, etc. Juvenile Detention Officers are responsible for ensuring that Residents remain safe from themselves and others. Juvenile Detention Officers work under the general supervision of a Shift Supervisor and/or the Director and perform their duties in accordance with the Detention Center Policy Manual.

ESSENTIAL FUNCTIONS OF THE JOB: (This list is not all inclusive.)

Supervises the daily activities of the Detention Center's Residents.

Maintains security and observes security precautions throughout the Detention Center.

Administers emergency First-Aid and CPR when necessary.

Makes available prescription medication to Residents.

Maintains discipline in accordance with Detention Center programming.

May be required to assist the Minidoka County Sheriff's Department in the transporting of juveniles to Court, the hospital, or other appointments.

Monitors the control room, operates electronic doors, answers and monitors telephones and two way radios, complete log book entries, and directs visitors.

Performs related duties as assigned.

Maintain certification in the Appropriate Use of Force.

GENERAL INFORMATION:

The employee reports to the Assigned Shift Supervisor and/or Detention Director or his /her Designee. Receives general instructions covering the routine and recurring work. The employee follows instructions and consults with the Assigned Shift Supervisor and/or Director or his/her Designee on matters not specifically covered by the policy manual. The Director or his/her designee maintains control of the work by reviewing and evaluating work

in progress for adequacy and adherence to instructions and established policies and procedures.

MINIMUM QUALIFICATIONS:

Any combination of education, training, and/or experience which demonstrates competence in each of the following:

A minimum of twenty-one (21) years old.

Ability to work with culturally diverse groups of people; interest in and a sympathetic understanding of juveniles confined to a secure facility.

Ability to learn, understand and apply the policies and procedures of the Mini-Cassia Juvenile Detention Center; obtain the cooperation of others and exercise good judgment; demonstrate patience and firmness; learn, understand and apply the policies and procedures under which the Residents must live; keep and maintain a variety of records related to the Residents; interact with law enforcement officials, community professionals and parents; operate a computer terminal, audio monitor, control room console, electronic locks, washer and dryer; and perform the duties of the position without a direct threat to the health or safety of the employee or others.

Preference will be given to those persons with a Bachelor's Degree in Social Work, Criminal Justice, Psychology, or a related field.

OTHER JOB REQUIREMENTS:

Most of the work is performed in and around the Detention Center. The work requires sufficient physical ability to gain control of a disorderly Resident(s) and place Resident(s) in mechanical restraints, such as handcuffs. In addition, the employee must be able to remove an unconscious person from the Detention Center in time of emergency, use First-Aid and CPR when necessary, and search Residents' rooms for contraband.

Successful applicants are subject to fingerprinting for the purpose of a Criminal History Check.

Juvenile Detention Officers perform shift work and are required to work on various weekends, holidays, evenings, nights, as well as day shift.

Incumbent of this position is subject to call; therefore he/ she must be accessible to be called to report to work for a shift on short notice if required.

Incumbent must possess a valid driver's license and maintain a vehicle in operable condition. Must also possess an operable telephone and number.

PLEASE NOTE:

The Mini-Cassia Juvenile Detention Center reserves the right, at the discretion of the appointing authority, to waive any of the minimum qualifications for those applicants whose general or specific qualifications would otherwise qualify the applicant for the position or lead the appointing authority to believe that the applicant is capable of performing the assigned duties and fulfilling the assigned responsibilities.

