

## *Job Description: Juvenile Detention Officer*

### **JOB OBJECTIVES:**

\*Employee is responsible for managing, directing, and controlling the behavior of residents in compliance with work rules and guidelines

### **ESSENTIAL JOB FUNCTIONS:**

- \* Supervising residents and monitoring behavior
- \* Instructing, directing, and orientating residents regarding Center policies
- \* Providing Life Space Counseling for individuals and the group
- \* Supervising personal hygiene and general housekeeping
- \* Completing and maintaining daily logs, reports of incidents, Department of Youth Services evaluations, and behavior management reports
- \* Maintaining accurate counts of all assigned residents
- \* Investigating and reporting findings of problems of residents to ensure the well-being and security of the residents
- \* Other duties as assigned

### **NON-ESSENTIAL JOB FUNCTIONS:**

Perform related essential and non-essential functions as needed

### **JOB REQUIREMENTS:**

Equipment: Employee uses the following equipment: automobile, washing machine, dishwasher, restraining devices, copier, fax machine, key board, audio monitors, SAS system, and radios

#### **Critical Skills/Expertise:**

- \* Ability to communicate effectively, both orally and in writing
- \* Knowledge of the Ohio Revised Code, juvenile laws, and intake and release procedures
- \* Ability to respond to crisis situations
- \* Knowledge of behavior management skills
- \* Ability to function in stressful situations
- \* Knowledge of restraint and search procedures
- \* Knowledge of problem resolution skills

- \* Knowledge of counseling skills
- \* Knowledge of self-defense procedures
- \* Knowledge of first aid and CPR

Job Standards: High School Diploma and one (1) year work experience. Preferred: Bachelor's degree in Corrections, Criminal Justice, Social Work, Psychology, Sociology, Recreation. Preferred: work experience in secure institution or residential setting with adolescents. Must have a valid Ohio driver's license with no more than three moving violations within the past three years. Work involves moderately complex, relatively standardized tasks, processes, and operations following established laws and procedures.

#### RESPONSIBILITY:

Supervisor provides general direction in following established practices and clear-cut policies. Employee makes decisions independently regarding day-to-day activities, following policy and procedures. Errors in work are detected within the office in which they occur, possibly affecting the work of others, and requiring expenditure of time to correct.

#### PERSONAL WORK RELATIONSHIPS:

Employee has contact with supervisors, co-workers, and the residents of the Detention Center. The purpose of these contacts is to oversee all activities of the residents and maintain control.

#### PHYSICAL EFFORT AND WORK ENVIRONMENT:

Physical Requirements: Employee's work is identified as light work, requiring the lifting of up to twenty five (25) pounds occasionally. Must be able to physically intervene in disruptive and behavioral acting-out situations.

Physical Activity: Employee performs the following activities: balancing, stooping, crouching, reaching, standing, walking, talking, hearing, and repetitive motions.

Visual Activity: Employee performs work where the seeing job ranges from close to the eyes to beyond arm's reach.

Job Location: Employee works both inside and outside with no exposure to adverse environmental conditions.