

Monroe County Youth Center Juvenile Detention Specialist

Department: Youth Center

Wage Grade: Rye -07

FLSA Status: Non-Exempt

Affiliation: USW AFL-CIO-CLC

General Summary:

Under the general supervision of the Shift Supervisor, closely provides direct supervision of youth to promote a safe, secure, humane, and therapeutic environment. Guides, directs and counsels youth through daily activities. Addresses and redirects youth exhibiting interpersonal conflicts and behavioral problems through the facility's behavioral management programming model.

Essential Functions: *[An employee in this position may be called upon to do any of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.]*

- Performs security checks of residents, living areas, and other areas of the facility to ensure security and to detect possible contraband or dangerous items. Takes necessary action to address any related issue, and documents information according to policy and procedure.
- Administers behavior management programs to address youth behavioral issues.
- Supervises and directs structured and leisure activities including educational programming, recreational activities, gym events, meal times, tutoring sessions and court appearances.
- Responsible for instructing and supervising activities related to bathing/showering, personal hygiene, and cleaning and housekeeping duties to maintain physical cleanliness and hygienic conditions of the Youth Center.
- Documents youth behaviors, actions or unusual incidents daily using observation stats, incident reports, daily log entries and related documentation as needed.
- Communicates with youth exhibiting behavioral problems, interpersonal conflicts, and non-compliance with rules; and redirects behavior, de-escalates situations and enforces possible consequences.
- Transports and accompanies youth to court and other appointments and activities outside of the Youth Center.
- Intervenes when necessary in crisis situations using Crisis Prevention Intervention (CPI) techniques or other approved methodologies, and follows procedural guidelines for addressing resident disciplinary action and/or physical restraint.

- Operates and monitors electronic security and communication equipment including lock control panels, intercom, radios, visual monitors, electronic doors, and audio surveillance equipment.
- Models appropriate behavior, attitude, ethics and morals to provide a framework for expected behaviors of youth.
- Participates in the development of training and programming modules for youth enrichment activities. Presents materials through a variety of methods including written, verbal or visual exercises or activities.
- Performs and assists with admission of youth to gather information, search for contraband, and assess youth's potential for suicide or health concerns. Provides orientation to youth on Center policies and procedures.
- Assists with the completion of youth files and custody/care related documentation to ensure facility compliance with all state licensing regulatory guidelines.
- Assists with supervision of youth within the educational setting.
- Launders resident clothing and bedding, and issues clothing in accordance with laundry schedule.
- Monitors, checks, and treats residents for minor injuries, body vermin, or other issues related to the overall health and sanitation of the Youth Center.

This list may not be inclusive of the total scope of job functions to be performed. Duties and responsibilities may be added, deleted or modified at any time.

Employment Qualifications:

Education and Experience: Minimum of 30 credit hours from an accredited college in the field of Criminal Justice, Social Work, Psychology or related Human Service field.

Knowledge, Skills, and Abilities:

Knowledge of:

- Group dynamics and the ability to establish trust and cooperation with youth while maintaining an appropriate level of professionalism, assertiveness and leadership;
- Principles and practices of human behavior and performance, individual differences in ability, personality, and interests;
- Group behavior and dynamics, differences in ethnicity, and cultures;
- Basic computer applications related to the job;
- Oral and written English language skills.

Skill in:

- Talking/listening to others to convey information effectively;
- Performing effectively under stress;
- Using good reasoning abilities. Sound judgment;
- Verbal de-escalation, physical restraint and physical management techniques;

Ability to:

- Work in a 24-hour facility (including nights, weekends and holidays and ability to work overtime as necessary;)
- Highly accountable, reliable and prompt with a strong work ethic;
- Communicate effectively through written and oral communication;
- Recognize and observe abnormal behaviors and follow the proper reporting procedures;
- Supervise appropriate programming and services for youth.

The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.

Physical Requirements: *[This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the following requirements. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements]:*

- Visual acuity sufficient to read reports and documents and provide visual supervision of youth.
- Hearing ability to use the telephone and other communications systems.
- May drive a County or personal vehicle in the course of the work.
- Sufficient mobility to reach, bend, and stoop to perform security checks and other tasks.
- Ability to walk for extended periods of time throughout the facility.
- Ability to physically restrain youth, including the ability to pull weight of 75 lbs to 200 lbs when restraining youth.
- Ability to move furniture and/or step on elevated surfaces to perform security checks.

Other Requirements:

- Must have reached 21 years of age or older at the time of application submission.
- Pass a pre-employment drug screen and background check including but not limited to state/national criminal history check, DHS central registry check and professional references.
- Possession of a valid driver's license.

Working Conditions:

- Works in a 24/7 secure facility which requires work on nights, weekends, and holidays.
- Exposure to physical assault by youth, families, or others.
- Exposure to youth with various states of cleanliness and hygiene – including exposure to communicable diseases and/or bodily fluids.