

HAYS COUNTY JOB DESCRIPTION

Job Code: 9055
Grade: 107/108
FLSA: Non Exempt
Safety Sensitive

Prepared by: Human Resources
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JUVENILE SUPERVISION OFFICER (Juvenile Detention)

Essential functions, as defined under the Americans with Disabilities Act, include the responsibilities, knowledge, skills, and other characteristics listed below. This list of responsibilities is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Other duties may be assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Summary

Provides supervision to juveniles in a careful and diligent manner to maintain the safety and security of the center, its staff and the juveniles assigned to the center.

Responsibilities

- Coordinates the movement of juveniles in a secure manner and supervising juveniles indoors and outdoors so that the center security is maintained.
- Conduct room searches and area searches for contraband and weapons, screens visitors for contraband, and test doors and other security equipment for proper operations.
- Provide continuous direct supervision of juveniles, to include: room checks, population counts, key and tool control and access to restricted or off limit areas.
- Provide written reports and documentation as described by policy and procedural requirements.
- Provides basic emergency medical treatment such as First Aid, CPR, etc.
- Perform crisis intervention and restraint when necessary and implement behavioral management when required.
- Responsible for the care, role modeling, and supervision of all youth assigned to his/her custody.
- Will perform other duties may be assigned by Shift Supervisors.

Knowledge Required

- Professional knowledge of the principles and practices of supervision of inmates.
- Professional knowledge of correction practices.
- Proficient knowledge of legally acceptable restraint methods.
- Proficient knowledge of methods and techniques to dispel a situation.
- Proficient knowledge of applicable federal, state and local laws, ordinances, statutes, regulations, rules, policies and procedures.
- Exceptional knowledge of Juvenile Detention Center policies and procedures.
- General knowledge of Hays County regulations, policies and procedures.
- General knowledge of radio procedures.
- General knowledge of inmate rights and privileges.

Required Skill

- Ability to work with youth in an empathetic and understanding manner.
- Ability to remain alert, observant, and physically able to respond appropriately to work situations or emergencies including, but not limited to, physical restraint of youth.
- Ability to intervene and correct behavior and facilitate group discussions and activities.
- Ability to learn verbal and physical crisis intervention/de-escalation techniques and emergency treatment procedures.
- Ability to accept and adapt to changes in assignment, methods, and policies.
- Ability to physically restrain youth when necessary in a manner consistent with instructions received in training.
- Ability to appropriately respond to abusive language and conduct in a manner consistent with instructions received in training.

- Ability to work a variety of shifts, weekends, holidays, and overtime when required.
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Ability to write routine reports and correspondence.
- Ability to speak effectively before groups of youths or employees of the organization.
- Ability to apply commonsense understanding to carry out instructions furnished in written, oral, or diagram form.
- Ability to deal with problems involving several concrete variables in standardized situations.
- Ability to add, subtract, multiply, divide in all units of measure: using whole numbers, common fractions, decimals; compute rate, ratio, percent; draw and interpret bar graphs

Education and/or Experience

- High School diploma preferred or general education degree (GED); and one to three months related experience preferred; or equivalent combination of education and experience.
- TJJJ certification as a Juvenile Supervision Officer preferred.

Other Qualifications, Certificates, Licenses, Registrations

- Must be 21 years of age
- Class C driver's license.
- First Aid & CPR certification preferred.
- TJJJ approved Physical Restraint Technique preferred.
- Must successfully complete and pass the following clearances:
 - Criminal History (TCIC/NCIC)
 - Sex Offender Registration Database Check
 - Driver's License
 - Pre-employment Drug Screen

Supervision

Directly supervises juveniles assigned to specific Housing Areas. Carries out supervisory responsibilities in accordance with the organization's policies and applicable TJPC standards.

Guidelines

The Juvenile Supervision Officer uses judgment in selecting appropriate guidelines such as Hays County Juvenile Detention Center policies, state and federal regulations, established precedents, and work directions. This employee must interpret and adapt these guidelines for application to specific cases and problems. The Juvenile Supervision Officer must have a strong work ethic. The Juvenile Supervision Officer must follow directions, meet deadlines, have good attendance, be punctual, keep promises, be reliable, and have a proper attitude.

Emotional Demands

This position must handle a stress level of dealing with some argumentative or emotional contacts within the Juvenile Detention Center and the general public. The Juvenile Supervision Officer meets with contacts in a structured setting at the Juvenile Detention Center but may be required to transport cadets. The contacts are generally cooperative however, this position may have to persuade, influence, motivate, interrogate, or control situations where individuals or groups may be fearful, skeptical, uncooperative or dangerous.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of this job, the employee is regularly required to:

- Stand.
- Walk.
- Sit.
- Use of his/her hands and fingers to handle or feel objects, tools, or controls.

- Reach with hands and arms.
- Climb or balance.
- Stoop, kneel, crouch, or crawl.
- Talk or hear.
- Taste or smell.
- Occasionally lift and/or move objects weighing up to 25 pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

Acknowledgement

I agree that I am able to satisfactorily perform the essential duties listed above with or without an accommodation. I understand the satisfactory performance of the essential duties in this job description is a condition of my employment. I agree to follow the instructions of my supervisor within the constraints of the law and will perform additional duties to the best of my ability when instructed to do so.

I acknowledge the receipt of the current Hays County Personnel Policy Manual, which outlines my privileges and obligations as an employee. I acknowledge that the provisions of the Personnel Policy are terms and conditions of my employment and I agree to abide by them. I accept responsibility for reading and familiarizing myself with the information in the manual. It is understood that any changes to this policy will be communicated to me in writing. I agree to return the manual to my supervisor if I leave the employ of Hays County.

I further understand that my employment is terminable at will so that both Hays County and its employees remain free to choose to end the employment relationship at any time for any reason or no reason.

I fully understand that I may be granted compensation time in lieu of payment of overtime to the extent provided by law. I also understand that my supervisor can instruct me to take compensation time.

Employee Signature

Date

List any and all accommodations that are needed to satisfactorily perform the essential functions of this position: