

JOB OPPORTUNITY AVAILABLE FOR CUYAHOGA COUNTY JUVENILE COURT

COMPLIANCE WITH THE CUYAHOGA COUNTY JUVENILE COURT'S DRUG TESTING POLICY IS A CONDITION OF EMPLOYMENT. THEREFORE, ALL JOB OFFERS ARE MADE WITH THE UNDERSTANDING THAT PROSPECTIVE EMPLOYEES PASS A DRUG SCREENING TEST PRIOR TO BEING HIRED.

POSITION TITLE: DETENTION OFFICER
Bargaining Unit Position
STARTING SALARY: \$32,283.20

DEPARTMENT: DETENTION SERVICES

UNIT: SECURE DETENTION

SUPERVISOR: TO BE ASSIGNED

SUMMARY OF JOB FUNCTIONS

Ensures the best possible care, welfare, and security of Juvenile Court's Detention Center (JCDC) residents utilizing behavior management techniques and established policies and procedures.

ACCOUNTABILITIES

1. Monitor, supervise, plan, organize, and direct the behavior and activities of residents in a manner that insures residents' safety and staff safety.
2. Interacts and supervises residents through participation in activities, individual discussions, and modeling behavior. Ensures compliance with all JCDC policies/procedures in order to promote a safe, secure, and humane environment for residents and staff.
3. Reports any problems or incidents in an appropriate and timely manner to management. Makes timely medical, psychological or behavioral referrals to qualified staff. Directs residents' regarding JCDC policies, procedures, health, hygiene, housekeeping, and related information.
4. Maintains a safe and secure environment for both the residents and staff by diffusing disruptive/destructive behaviors through crisis intervention and verbal counseling whenever possible but when necessary uses physical intervention techniques to gain control of the situation.
5. Maintains personal skills and proficiency in application the use of defensive tactics through ongoing physical fitness training and academic training. Must physically perform under stress when confronted with an emergency, critical, and/or dangerous situation.
6. Performs duties such as searches of residents, resident's personal effects, staff, and visitors in accordance with JCDC policies, and procedures. Inspects and reports units for contraband, hazards and security problems.
7. Completes logs and prepare written and electronic reports as required. Completes accurate reports and submits them by the end of the shift following the use of physical force and/or mechanical restraints. Demonstrates coherent and effective written communication through reports and memorandums, with both internal and external contacts.
8. Provides input to management or social services relative to residents' needs or concerns and identifies activities which may positively impact residents.
9. Operates security and communication equipment including, but not limited to portable radios, metal detectors, and mechanical restraints.
10. Ensures compliance with federal, state, local and JCDC policies and procedures and court orders.
11. Performs other job duties as assigned by Chain of Command.

JOB REQUIREMENTS (Minimum Qualifications)

Skills, Knowledge & Attributes: Must possess good judgment, tact, and diplomacy; must have the ability to manage behavior; ability to give and take direction effectively; knowledge of juvenile treatment practices and the ability to handle crisis situations; knowledge of juvenile laws and best practices pertaining to treatment and confinement of juvenile residents; with assistance, must be able to physically restrain, chase, and contain juveniles for their protection, protection of others, and/or self-protection; capacity to work in closed environment; demonstrated oral and written communication skills in order to maintain clear and accurate reports, documentation, and case files; must maintain strict confidentiality of Juvenile Court records and information regarding residents; ability to handle stressful situations, monitor cameras and utilize other electronic equipment such as a computer as required; willing to work in hazardous conditions that occur on a periodic or intermittent basis resulting in a potential risk of physical injury due to working in the environmentally controlled Detention Center, tense and hostile atmosphere, and mental demands; must be able to deal with adolescents in all kinds of physical, mental, and emotional conditions including contagious diseases, loss of bodily functions, rude, vulgar and obscene language, gestures or behavior; must have good judgment in diffusing stressful situations and working with residents with mental health issues. Must possess knowledge of group dynamics and the ability to establish trust and cooperation with juveniles while maintaining an appropriate level of professionalism, assertiveness, and leadership. Proven record of being reliable, prompt, and a strong work ethic.

Physical Requirements: must pass a physical fitness/agility test.

Education: Bachelor's Degree preferably in Behavioral/Social Science, Criminal Justice or the equivalent amount of experience directly working with, and monitoring adolescents or adults. One (1) year of college equals two (2) years of experience, AND

Experience: Minimum of three (3) months full-time work experience or three (3) months full-time verifiable volunteer experience directly working with, and monitoring adolescents or adults. Law enforcement or corrections background is also acceptable.

To Apply

Current Juvenile Court Employees:

- The deadline to apply is **May 1, 2014**. Please apply in writing by submitting the Job Posting Response Form to the Human Resources Division.
- A satisfactory performance record and acceptable attendance are necessary requirements before transferring to another position.
- The Job Posting Response form must be received in Human Resources by the job posting deadline for consideration as a candidate for the posted position.

External Applicants:

- This position will remain posted until filled. Internal candidates will be given first consideration. To apply, complete the Employment Application and e-mail it to JCRecruitment@cuyahogacounty.us. When your application is reviewed, you will receive a confirmation e-mail.

Reasonable accommodation is available to all employees and applicants. If you have a disability that needs to be accommodated, please contact Human Resources.

EEO/ADA/SMOKE-DRUG FREE ENVIRONMENT

POSTED: 4/25/14
Ohio Relay Service 1-800-750-0750

APPROVED: _____

****This is a continuous posting.****