



<b>WORKING TITLE:</b> JUVENILE CORRECTIONS SPECIALIST	<b>CLASSIFICATION:</b> JUVENILE CORRECTIONS SPECIALIST
<b>DEPARTMENT:</b> DEPARTMENT OF COMMUNITY JUSTICE	<b>DIVISION:</b> JUVENILE CORRECTIONS
<b>PAY RANGE:</b> YCJDWA 18	<b>FLSA CATEGORY:</b> NON-EXEMPT
<b>PHYSICAL REQUIRMENTS:</b> YES	<b>WORKERS COMP CODE:</b> 7720
<b>PPE:</b> PER WORK LOCATION	<b>REVISION DATE:</b> MAY 2024

### **JOB DESCRIPTION**

**GENERAL STATEMENT OF DUTIES:**

Performs professional supervision in a secure custody facility that is difficult and complex in nature. Provide counseling, stabilization, and guidance of youths with behavioral and mental health challenges. This classification uses independent judgment and decision-making to monitor youth offenders in the daily activities of the Juvenile Corrections Division.

**SUPERVISION RECEIVED:**

Works under the Juvenile Corrections Manager and Juvenile Corrections Supervisor who assigns work, establishes goals and reviews work for conformance to established standards and statutes.

**SUPERVISION EXERCISED:**

Supervision of other employees is not a responsibility of positions in this classification; however, may assign/oversee duties and tasks to Juvenile Corrections Technicians, volunteers, intern and practicum students while on shift.

**DUTIES AND RESPONSIBILITIES INCLUDE ESSENTIAL FUNCTIONS OF POSITIONS ASSIGNED TO THIS CLASSIFICATION. DEPENDING ON ASSIGNMENT, THE EMPLOYEE MAY PERFORM A COMBINATION OF SOME OR ALL OF THE FOLLOWING DUTIES:**

- Performs intake duties; reviews police reports; performs searches; reports whether youth is in need of medical treatment; prepares necessary paperwork.
- Attends to daily needs of youths; serves meals; conducts searches; secures youth's personal effects, currency, and contraband, and issues receipt; prepared paperwork as required; provides informal counseling to youths.
- Prepares paperwork required by the Court for youth offenders monitored in the division; supervises and writes evaluations of individual youth's behavior and performance as observed by daily contact and supervision methods; writes behavior reports as required.
- Responds to emergency situations and interacts to diffuse aggressive situations; handles difficult and specialized discipline problems by using standard techniques and established disciplinary controls.

- Assists in planning, developing and implementing programs for youth offenders in the detention center, i.e., cognitive therapy, skill building, recreation, and interpersonal relationships.
- Assesses youths for potential mental health crisis; provides interventions, coaching and mentoring to youths as required to address treatment, behaviors, and discipline.
- Handles difficult and specialized discipline problems by using standard division techniques and established disciplinary controls.
- Maintains the security of the facility or work site; conducts inspections and security checks and searches; supervises visitors
- Conducts orientation process and assessment of incoming offenders and assists them in making the initial adjustments to the facility or community service program.
- Instructs youths on correct and proper use of any tools or equipment as required.
- Consults with probation staff, caseworkers, etc., involved with individual offenders.
- Reports all maintenance issues and any improperly functioning division building apparatus, faulty equipment, and needed repairs.
- Works a variety of hours; work assignments may include different shifts in a 24-hour facility or the community service program.
- Supervises and transports youths to the hospital, pickup points, job sites, or other locations as needed.
- Performs other related duties as required.

### **JOB SPECIFICATION**

#### **KNOWLEDGE OF:**

- Reasonable knowledge of applicable laws, particularly those that pertain to juvenile detention facilities.
- Reasonable knowledge of principles, practices and procedures of behavior and adjustment problems of youth offenders.
- Ability to maintain order and supervise the conduct of detained youth.

#### **SKILL IN:**

- Coaching and mentoring youth.
- Communications, observation, and interviewing techniques.
- Preparing comprehensive, accurate and clear reports and legal documents
- De-Escalation Techniques
- Non-Physical Interventions
- Defensive Tactics

#### **ABILITY TO:**

- Lead cognitive behavior therapy groups with youth offenders.
- Act effectively and with maturity in stressful situations.
- Maintain accurate and complete records.
- Work effectively with fellow employees, court, and law enforcement personnel.

- Work outdoors in all weather conditions.
- Communicate effectively, both orally and in writing.
- Operate in the Microsoft Windows environment inclusive of using Excel, database management and record keeping programs.
- Attend work as scheduled and/or required.
- Work varied shifts, including weekends, evenings, nights, holidays, during inclement weather and or natural disaster

**MINIMUM EXPERIENCE AND TRAINING:**

Graduation from an accredited college or university with major course work in behavioral sciences, corrections, or juvenile justice. Two years' experience in juvenile corrections, counseling, probation, or coaching ages 12-18. Any satisfactory equivalent combination of experience and training which ensures ability to perform the work may substitute for the above.

**OTHER REQUIREMENTS:**

- A valid Oregon driver's license or the ability to obtain within 30 days of hire date.
- CPR/First Aid Certification or the ability to obtain within 30 days of hire date.
- Completion of Criminal Justice Information System (CJIS) Security Awareness training within 30 days of hire.
- Obtain Law Enforcement Data System (LEDS) Certification within six (6) months from hire date.
- Obtain Certificate of Completion from the Oregon Juvenile Department Directors Association (OJDDA) - Working with Juveniles in Custody and Residential Settings with one (1) year from hire date.

Yamhill County Juvenile Corrections Division will conduct initial and on-going criminal background checks on division employees. All applicants are subject to additional pre-employment check(s) such as fingerprinting records check, pre-employment drug screening and/or education verification. Any felony conviction may be disqualifying.

Yamhill County Juvenile Corrections Division is responsible for complying with the Federal Prison Rape Elimination Act (PREA 42 U.S.C. 1997). PREA prohibits the Yamhill County Juvenile Corrections Division from hiring, promoting, or contracting with anyone (that will have direct contact with residents) who has engaged in, been convicted of, or been civilly or administratively adjudicated for engaging in sexual abuse in confinement settings.

**WORK ENVIRONMENT/PHYSICAL DEMANDS SUMMARY:**

The employee typically works in a correctional environment, responsible to maintain order and supervise the conduct of detained youth. Must be able to comprehend and interpret laws, rules, regulations, and directives. Must be able to use a computer, telephone and other office equipment as needed to perform duties. The employee will encounter frequent interruptions throughout the workday.

The employee is regularly required to walk, sit or stand 100% of the time, talk, or hear 100% of

the time, use repetitive hand motion, handle or feel, and to reach and bend 100% of the time. May be required to lift or drag up to 50 pounds regularly and 100 pounds occasionally. May be required to assist during physical interventions and the ability to defend oneself.

Contact with the public in office and work site environments may risk exposure to irrational/hostile behavior, contagious diseases, or contact with wildlife.

*The physical demands 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 the essential functions.*

*This job description in no way states or implies that these are the only duties to be performed by an employee occupying this position. Employees may be required to perform other related duties as assigned, to ensure workload coverage. Employees are required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor. This job description does NOT constitute an employment agreement between the employer and employee and is subject to change by the employer as the organizational needs and requirements of the job change.*

*The job specification requirements stated are representative of minimum levels of knowledge, skills, and abilities to perform this job successfully. Any satisfactory equivalent combination of experience and training which ensures the ability to perform the work may substitute for the above so that the employee will possess the abilities or aptitudes to perform each duty proficiently.*