



# ADA COUNTY HUMAN RESOURCES

## JUVENILE DETENTION OFFICER: DAYS (FEMALE)

*Juvenile Court Services*

**HIRING WAGE:** \$15.80/hr

**STATUS:** Full-time with benefits

**CLOSING DATE:** Until Filled

**APPLICATION MATERIALS:** Apply online at [adacounty.id.gov/jobs](http://adacounty.id.gov/jobs)

**This position is for female applicants only to meet and maintain compliance with the Prison Elimination Act Juvenile Facility Standards 115.315. and IDAPA 05.01.02-212.**

### GENERAL SUMMARY

Supervise delinquent youth in a secure facility. Security and safety of residents and staff is a primary consideration. Meeting individual and group needs of residents through counseling, training, education, and a wide variety of programming through various outside resources is another area of broad focus. The position is with Ada County Juvenile Court Services.

### SHIFT INFORMATION

The Juvenile Detention Center is open 24 hours a day, 365 days a year. This position requires you to work day and/or night shifts, weekends, and holidays.

### ESSENTIAL FUNCTIONS

- Supervises the activities of the Juvenile Center's residents;
- Facilitates or co-facilitates groups for the residents;
- Maintains safety of the unit and assures that security procedures are followed;
- Handles intake and release functions when admitting or releasing juveniles from the facility;
- Prepares a file on each juvenile admitted to the facility, and maintains a written record of activities;
- Observes and records behavior, assists in physically controlling disturbed juveniles and responds to emergency situations;
- Makes regular security checks on rooms and facility and disciplines juveniles for rule infractions;
- Provides supportive encouragement, instruction, and guidance to youth in individual or small group settings;
- Assists juveniles in cultivating appropriate social, behavioral, and interpersonal skills and attitudes useful in community living adjustments;
- Responsible for handling emergency situations without immediate backup;
- Responsible for handling minor medical issues and providing first aid;
- Supervises the cleaning of rooms and other areas within the facility;
- Transports residents to court and/or the hospital as needed;
- Escorts medical staff to disperse medications to the residents, assists medical staff if necessary; Responsible for monitoring the control room, which includes controlling electric doors, monitoring telephones, keeping log books and directing visitors;
- Responsible for managing emergency situations without immediate backup;
- Responsible for providing minor medical issues and providing first aid;
- Responsible for building maintenance, stocking clothing areas, and removing facility trash;
- Completes reports such as incident reports, child protection reports, and special reports;
- Assists with the completion and distribution of all daily detention paperwork;
- Responsible for determining resident program level and assigning residents to program units; and

- Responds to inquiries within scope of knowledge or transfers inquiries to the shift supervisor.

## **ADDITIONAL FUNCTIONS**

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- Takes photographs and fingerprints of residents; and
- Performs other duties as assigned.

## **JOB REQUIREMENTS**

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- High School diploma or high school equivalency required;
- Bachelor's Degree from an accredited university in Social Work, Criminal Justice, Psychology or related field, or Associates Degree and equivalent combination of education, training, and/or experience is preferred;
- Must be 21 years of age;
- Must become POST certified as a Juvenile Detention Officer within one year of hire;
- Must be available and willing to work a day or night shift;
- Must possess and maintain a current valid Driver's License;
- Must obtain certifications for First Aid and CPR;
- Must adhere to the Ada County Juvenile Courts Services Code of Ethics:
- Knowledge of care and management of delinquent and dependent children;
- Knowledge of basic first-aid procedures and identifying contraband;
- Knowledge and experience in working with culturally diverse groups of children;
- Ability to learn and apply the policies and procedures (including the Code of Ethics) of the Ada County Juvenile Court Services;
- Ability to obtain the cooperation of others, exercise good judgment and demonstrate patience and firmness;
- Ability to learn and apply the policies and procedures under which the residents must live and keep and maintain a variety of records related to the residents;
- Ability to interact with law enforcement, community professionals and parents;
- Ability to operate a computer terminal, audio monitor, control room console and electronic locks;
- Ability to perform the duties of this position without a direct threat to the health or safety of the incumbent or others.

## **OTHER REQUIREMENTS**

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- Incumbents are subject to fingerprinting for the purpose of background investigation;
- This position has been designated safety sensitive and therefore the incumbent is subject to random drug testing.

### **POST CERTIFICATION REQUIREMENTS:**

The position requires that the incumbent meet POST Standards for Detention Officers. Upon an offer of employment as a Detention Officer, a medical examination is required, as well as a vision and a hearing examination. All such examinations are at the expense of the applicant. The applicant shall meet the POST medical standards to qualify for employment as a Detention Officer at Ada County Juvenile Court Services. All medical examinations shall be completed within two (2) weeks of an offer of employment.

## **WORK ENVIRONMENT AND PHYSICAL DEMANDS**

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- Most of the work is performed in and around the County Juvenile Detention Center;
- Requires sufficient physical ability to subdue a resident in time of confrontation or to break up a fight between residents;
- Requires the incumbent be able to remove an unconscious person from the center in time of emergency, use first aid when necessary, and search residents' rooms for contraband.

## DISCLAIMER

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To perform this job successfully, an individual must be able to perform the essential functions satisfactorily with or without reasonable accommodation. The above statements are intended to describe the general nature and level of work being assigned to this job. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of individuals in the job. This job description is not an employment agreement and/or an expressed or implied employment contract. Management has the exclusive right to alter this job description at any time without notice. Ada County provides Veteran's Preference for all County jobs except for those deemed "key positions" in accordance with Title 65, Chapter 5 of Idaho Code.

## NOTE

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*Ada County reserves the right, at the discretion of the appropriate appointing authority, to waive any of the minimum qualifications for those applicants whose general or specific qualifications would otherwise qualify the applicant for the position or lead the appointing authority to believe that the applicant is capable of performing the assigned duties and fulfilling the assigned responsibilities. The hiring pay range may be appropriately adjusted based upon current and/or prior applicable Ada County employment experience.*

*\* If you need reasonable accommodation to participate in and/or complete the county's application process, please contact Human Resources at the phone number or address listed hereon. (TDD call 287-7979)*

**Ada County Human Resources | 200 W. Front Street, 2<sup>nd</sup> Floor, Boise, ID 83702**

**Office: 208-287-7123 Fax: 208-287-6999**

**[adacounty.id.gov](http://adacounty.id.gov)**