

**ROCKDALE REGIONAL JUVENILE JUSTICE CENTER
JOB DESCRIPTION**

JOB TITLE: Juvenile Supervision Officer **DEPARTMENT/UNIT:** RRJJC/Security

SUPERVISOR'S TITLE: Shift Supervisor

JOB SUMMARY:

The juvenile supervision officer will direct the activities of detained youth in all areas of programming. The juvenile supervision officer will also perform admission and screening duties as needed.

ESSENTIAL FUNCTIONS:

1. DIRECT ACTIVITIES OF DETAINED YOUTH IN ALL AREAS OF PROGRAMMING IN ACCORDANCE WITH DEPARTMENTAL POLICY.

Performance Criteria:

- A. Monitor group dynamics to prevent fighting and escape attempts.
- B. Mediate disagreements between residents in a constructive manner.
- C. Supervise residents during chores, mealtime, showers, recreation, sleeping hours, and free time.
- D. Attend to residents' emotional and physical needs.
- E. Check all door locks in units during each shift to ensure proper functioning. Report any dysfunctional locks to supervisor immediately.
- F. Assure residents are secured in their rooms at designated times (i.e. shift change, bedtime, quiet time and disciplinary time).
- G. Maintain a special watch on children who exhibit self-destructive or suicidal tendencies in accordance with departmental policy.
- H. Strip search and/or pat search residents as required in accordance with facility search policy.
- I. Conduct bi-monthly random facility and room searches in accordance with search policy.
- J. Restrain residents who are out of control, damaging property, and/or presenting a danger to themselves or others. Utilize non-violent physical restraint methods and mechanical restraints as warranted in accordance with facility policy. Submit written report of mechanical restraint usage to shift supervisor within one hour of usage, unless restraints are used for transporting residents.
- K. Monitor residents every fifteen minutes anytime the resident is assigned to their room.
- L. Perform general tasks such as laundry, nursing assistant, unit cleaning, etc.
- M. Assist in facilitating the implementation of new programs approved by the Detention Superintendent.
- N. Provide orientation information to new residents upon detention or commitment.

- O. Monitor incoming and outgoing resident mail for inappropriate contacts and contraband. The resident will open the mail in the presence of the supervision officer to assure that no contraband is contained within.
- P. Ensure that resident's medical needs are met.
- Q. Respond to crisis situations in detention unit within a minimal time frame but in no event more than two minutes, and to other situations when requested.
- R. Supervise assigned residents at all times.
- S. Screen Visitors
- T. Maintain a suicide watch on residents that exhibit self-destructive tendencies.
- U. Communicate with the therapeutic staff concerning the child's health needs.

2. COMPLETE ALL PAPERWORK AS REQUIRED.

Performance Criteria:

- A. Complete necessary paperwork and submit to supervisor at conclusion of each shift.
- B. Maintain accurate, current log of all events that transpire in and around the unit area.
- C. Ensure that all paperwork is neat, organized and concise.

3. MAINTAIN ADEQUATE SUPPLIES IN UNIT FOR RESIDENTS AND STAFF.

Performance Criteria:

- A. Maintain an inventory of all forms and items used by the residents and staff. Replenish or requisition supplies as needed.
- B. Conduct a room search when a resident is out-processed to check for damages and contraband. Submit appropriate report to the shift supervisor upon the child's release.
- C. Ensure that units are in good repair and that the residents are safe and secure. Submit work orders to supervisor for all repairs.

4. PERFORM ADMISSION AND SCREENING DUTIES AS NEEDED.

Performance Criteria:

- A. Assist with intake and release process as requested.

5. MAINTAIN PROFESSIONAL DEPARTMENT.

Performance Criteria:

- A. Arrive for work in a timely manner, and contact immediate supervisor prior to arriving late for work. Advise supervisor at earliest time possible if unable to work (preferably at least 1 hour in advance).
- B. Dress and groom professionally and in accordance with departmental dress code when representing the Rockdale Regional Juvenile Justice Center.

- C. Submit leave requests in accordance with departmental policy for any leave time requested, including flex schedules.
- D. Submit time sheets to detention superintendent on the Monday following each workweek.
- E. Respond to facility deadlines when issued.

6. OBSERVE SAFE WORK HABITS.

Performance Criteria:

- A. Respond to all emergency situations, including medical, fire, tornado, escapes, fights and bomb threats in accordance with departmental policies.
- B. Maintain hazard free workstation.
- C. Exercise caution in any potentially dangerous or hazardous situation.
- D. Store all supplies, tools and equipment in secure areas according to facility policies.

7. ADHERE TO VEHICULAR POLICIES.

Performance Criteria:

- A. Always utilize passenger restraints on passengers and self.
- B. Exercise defensive driving techniques when utilizing facility vehicles.
- C. Maintain and submit mileage logs on personal vehicles when used in the course of employment.
- D. Maintain appropriate maintenance records on all facility vehicles.
- E. Report any mechanical or other difficulties regarding facility vehicles to the detention superintendent immediately.

8. ATTEND ALL REQUIRED MEETINGS AND WORKSHOPS TO KEEP ABREAST OF CURRENT ACTIVITIES, POLICIES, PROCEDURES AND TO ENHANCE PROFESSIONAL SKILLS.

Performance Criteria:

- A. Be punctual and prepared for all meetings.
- B. Review all staff meeting minutes when a meeting is missed.
- C. Obtain all materials covered in missed meeting in a timely manner.
- D. Attend all assigned training sessions, including CPR First Aid, and an approved restraint training provided by the facility.
- E. Must pass all required tests with a score of 70 or above. Staff will be provided three opportunities to pass the test.

9. MAINTAIN THE INTEGRITY OF PRIVATE, CONFIDENTIAL INFORMATION.

Performance Criteria:

- A. Refrain from discussing juveniles being handled by the department with anyone not employed at RRJJC.
- B. Refrain from negative discussions regarding co-workers or supervisory staff.

10. SPECIAL KNOWLEDGE, SKILLS AND ABILITIES

- A. Commitment to the facility's vision of developing people to their full potential
- B. The officer should be able to work comfortably with children of adolescent age
- C. The officer should have and/or develop enough intellectual curiosity about the child to want to learn about his/her behavior
- D. The officer should have a sense of humor without sarcasm
- E. The officer should be imaginative and resourceful
- F. The officer should neither be afraid of the children nor be naïve concerning them
- G. The officer must be emotionally mature enough to be able to take the distrust, antagonism, and uncontrollable behavior of the detained child without fear and without the need to retaliate or to inflict punishment upon the child
- H. The officer must be able to work harmoniously with all staff
- I. The officer must be knowledgeable of principles and techniques of social caseworker
- J. The officer should have a genuinely cheerful nature
- K. The officer must be able to work long and unusual hours and be able to accept or fulfill any task which is necessary in maintaining the efficient operation of the facility
- L. The officer must be objective about him/her self and the job, about the children and his/her fellow staff members

MINIMUM EDUCATION, CERTIFICATION AND EXPERIENCE REQUIREMENTS

To be eligible for appointment as corrections officer, a person must: 1) meet TJPC criminal history check and sex offender database check and not currently be on community supervision or parole or be serving a sentence for a criminal offense; 2) be of good moral character; 3) be emotionally suited for working with children; 4) be at least 21 years of age; 5) have acquired at least a high school diploma or GED. Preference will be given to applicants best qualified by education and training in juvenile corrections and those with bachelor's degrees.

SPECIAL KNOWLEDGE, ABILITIES AND REQUIREMENTS

UPON EMPLOYMENT AND THROUGH TRAINING WILL ACCUIRE KNOWLEDGE OF:

- Texas Family Code;
- Texas Penal Code;
- Texas Juvenile Probation Standards;
- Standards for Juvenile Detention Facilities and Juvenile Residential Facilities; and
- General business practices.

ABILITY TO:

- Utilize personal computer;
- Work independently and efficiently;

- Make informed decisions;
- Perform public speaking; and
- Effectively communicate in writing and orally.

REQUIRED TO HAVE:

- Telephone;
- Valid Texas Drivers license;
- Transportation;
- Liability insurance on the vehicle used for work purposes

WORKING CONDITIONS AND HOURS:

Workspace is located in the secured area of the Rockdale Regional Juvenile Justice Center, which is a non-smoking building.

Work month will consist of approximately 160 hours during a 28-day period. The workweek begins on Saturday and concludes on the following Friday. Overtime will be compensated at the rate of time and one half.