

## **Job Description: Part-Time Juvenile Supervision Officer**

**Class No.** 2035

**EEOC Category:** Protective Services

**Pay Group:** 12

**FLSA Status:** Non-exempt

### **SUMMARY OF POSTION**

Under the direction of the Shift Supervisor, the Juvenile Supervision Officer supervises, controls, and protects youth being detained in the Guadalupe County Juvenile Detention Center residential facility.

### **ORGANIZATIONAL RELATIONSHIPS**

This position reports to the Shift Supervisor.

### **EXAMPLES OF WORK**

- Maintains a high level of knowledge of, and enforces all detention policies and regulations.
- Admits youth to the center based on proper authority and in accordance with current standards.
- Maintains safety and security at all times.
- Ensures proper behavior of detainees during all activities.
- Acts as a mentor for youth residents, and role models positive adult behavior.
- Ensures youth receive adequate meals and maintain proper personal hygiene.
- Ensures youth receive medication and medical treatment as necessary.
- Ensures youth maintain cleanliness of the center, including the education rooms and outside recreation area.
- Properly complete, maintain, and file all forms and logs required by current policies and regulations.
- Maintains proficiency and certification through regular attendance at training sessions, workshops, and professional meetings.
- Maintains professional attitude, dress, and demeanor at all times.
- Maintains required qualifications listed in Texas Administrative Code, Chapter 343, and advise Facility Administrator immediately of any status changes.
- Contributes to the development of staff unity through proper courtesy, consideration, and communication with colleagues at all times.
- Properly performs other related tasks as directed by the Shift Supervisor.

### **OTHER REQUIREMENTS**

Graduation from High School or a General Education Development (GED) certificate is required. Regular attendance is essential. Must arrive at work on time, prepared to perform assigned duties and work assigned schedule. Employee must have the ability to work well with others. Employee must be able to perform the essential functions of the position without posing a direct threat to the health and safety of themselves and others. Applicants should possess a high tolerance for working in an emotionally

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This job description does not take into account potential reasonable accommodations.**

demanding/stressful work environment. Requested accommodations to work hours and schedules are considered on an individual basis.

### **PHYSICAL DEMANDS AND WORK ENVIRONMENT**

While performing the duties of this position, the employee is required to walk, sit, stand, bend and stoop. May be required to lift, carry or push/pull supplies, materials, equipment and/or items weighing up to 20 pounds. Work is conducted inside a secured facility environment with occasional exposure to hostile or violent people, bodily injury, contagious diseases, high noise areas, and unfavorable fumes and odors.

This position has been identified with possible risk of exposure to blood-borne pathogens and/or other various hazards that require immunization against such exposure.

### **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

- Ability to work with youth in an empathetic and understanding manner.
- Ability to foster the cooperation of youth in a custodial setting.
- Ability to communicate effectively with youth, their families, and staff.
- 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 assignments, methods, environments, and policies.
- Knowledge of individual and group behavior.
- Knowledge of child development and the role of the family.
- Ability to transport youth and travel as necessary.
- Ability to work a variety of shifts, weekends and holidays when required

### **ACCEPTABLE EXPERIENCE AND TRAINING AND REQUIREMENTS**

### **CERTIFICATES AND LICENSES REQUIRED**

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**NOTICE:**

**This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor.**

**All requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.**

**Regular attendance is required in this job.**

**All employment with Guadalupe County shall be considered “at will” employment. No contract of employment shall exist between any individual and Guadalupe County for any duration, either specified or unspecified.**

**I have reviewed this job description and find it to be an accurate description of the demands of the job.**

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**Signature of Employee** **Date**

**This signed original will be placed in employee’s Personnel File.**

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