

TITLE: Detention Specialist I/II JOB CODE: 1369

PREPARED: 11/17/10 FLSA: Non-Exempt

UPDATED: REVISION #:

Summary: Under general supervision, provides for the supervision of youth detained with in the Churchill County Juvenile Detention Facility.

Distinguishing Characteristics: None. The Detention Specialist II designation is differentiated from the Detention Specialist I position by the former's role as a lead worker who is responsible for the overall functions of the Detention Facility during their assigned shift.

Essential Job Functions: Performance of these functions is the reason the job exists. Assigned job tasks/duties are not limited to the essential functions. Incumbent(s) may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks.

- Receives, books and classifies juveniles; inputs juvenile information into an automated data base; takes photos and fingerprints; conducts body searches; issues uniforms, bedding and personal hygiene items; assigns to a cell.
- Administers effective but fair disciplinary measures in order to protect the juveniles and the group.
- Completes all reports as required or assigned on a daily basis.
- Maintains confidentiality.
- Performs regular inspections of the detention center and grounds to ensure security; conducts head
 counts of juveniles housed within the facility; checks the general physical and mental condition of the
 juveniles; accounts for the whereabouts of the juveniles at all times.
- Oversees assignments and work details given to the juveniles to ensure that such work has been completed correctly.
- Attends in-service training sessions and staff meetings as required.
- Supervises daily showers and dental hygiene of juveniles.
- Receives shift briefings from outgoing detention staff regarding activity, violation of facility rules, special juvenile inmate classification or disciplinary action; ensures proper follow up measures are taken; communicates with probation staff on client issues that may arise in detention.
- Prepares and cooks meals as required.
- Detention Specialist II oversees the overall functions of the detention facility during their assigned shift.

MINIMUM QUALIFICATIONS

Required Knowledge and Skills:

- Knowledge of the principles and practices of juvenile probation and social case work.
- Knowledge of local, state and federal laws and court decisions regarding the detention of juveniles.
- Knowledge of the criminal justice and court systems.
- Knowledge of investigative and interrogative procedures; and techniques and protocols for observation and memorization of critical details.

JOB DESCRIPTION Detention Specialist

- Knowledge of currently accepted ideas and theories regarding the detainment of youth
- Knowledge of interviewing and counseling techniques.
- Skill in oral and written communications.
- Skill in analyzing investigative material and making appropriate decisions.
- Skill in interpreting laws and regulations, making decisions, maintaining composure, and working
 effectively under stressful conditions and in emergency or confrontational situations.
- Skill in interacting with people of different social, economic, and ethnic backgrounds.
- Skill in communicating with juvenile offenders and mediating difficult situations.
- Skill in establishing and maintaining effective working relationships with juveniles, parents, law enforcement personnel and the courts.
- Skill in operating a personal computer and software applications.
- Skill in following and effectively communicating verbal and written instructions.
- Skill in working independently and as a team member.

Education, Experience, Certifications and Licenses:

- High School Diploma
- Associate's Degree in Psychology, Counseling or a closely related field is desirable (highly desirable for Detention Specialist II).
- Experience working with at risk youth is desirable (highly desirable for Detention Specialist II).
- Possession of a valid State of Nevada Driver's license.

Special Requirements:

- Must be 21 years of age or older.
- Must have a clear criminal record and be able to pass a federal background check and a Nevada Child Abuse Network (CAN) background check.

Environmental Factors and Conditions/Physical Requirements:

- Work is performed in internal and external environments.
- Subject to physical harm such as dangerous vehicles, gun shots, and physical attacks.
- May be exposed to hazardous chemicals, drugs, infectious and communicable diseases.
- Required to physically restrain persons.
- Subject to standing, walking, sitting, bending, reaching, kneeling, running, and lifting heavy objects over 100 pounds.
- Must maintain a level of physical fitness to meet Department standards.

Equipment and Tools Utilized:

 Special Equipment includes computerized and conventional office equipment, handcuffs, leg irons, video surveillance system, electronic control access equipment, kitchen equipment, drug testing equipment, digital camera and a motorized vehicle.