



TITLE:	Senior Detention Specialist	JOB CODE:	1373
PREPARED:	6/19/2013	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: This designation is distinguished from the Detention Specialist II classification by added responsibilities within the Detention Facility, and the possible added oversight of programs and activities that require specialized knowledge and expertise, or other special assignments as deemed necessary by the Chief Juvenile Probation Officer.

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.*

- Admits and releases juveniles to and from the facility; performs and assists with intakes of juveniles to gather information, search juveniles for contraband, and assess juveniles' potential for suicide and health concerns, and provides orientation on facility policies and procedures.
- Provides day-to-day supervision to juveniles in a 24-hour detention facility in a manner that ensures the care, custody, and control (and health, safety, and welfare) of each juvenile is in compliance with departmental policies and procedures and all applicable standards.
- Administers effective but fair disciplinary measures in order to protect the juveniles and the group; uses vocal commands, behavior management techniques and, when necessary, physical restraint techniques, to establish and maintain control of juveniles.
- Makes critical and sound judgments during crises or potentially dangerous situations; informs supervisor of problems or situations encountered, and documents actions taken; completes all reports as required or assigned by assigned deadlines.
- Maintains confidentiality.
- Operates and monitors electronic security and communication equipment including control panel, intercom, computers, visual monitors, electronic doors, and alarms.
- Closely supervises juveniles in the facility to ensure that adequate security measures are met, including making security checks, taking resident counts, doing room checks, and monitoring security cameras; monitors juveniles for changes in behavior that may indicate potential crises situations in accordance with facility guidelines and alerts other staff as appropriate; communicates with probation staff on client issues that may arise in detention.
- May organize and direct participation in group recreational activities such as games, arts and crafts, recreational activities and other activities; may develop and teach programs.
- 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.
- Oversees daily showers and ensures good health and hygiene practices are followed by residents; supervises dental hygiene of juveniles.

JOB DESCRIPTION

Senior Detention Specialist

- Prepares and cooks meals as required; distributes and supervises meals.
- Responsible for the overall functions of the detention facility, including staff supervision, during their assigned shift.
- Oversees specific functions or programs as assigned, which may include but are not limited to, Detention Program Manager, FIT Program Manager, Assistant Kitchen Manager, Medication Dispensing Officer and Detention Operations Manager.

MINIMUM QUALIFICATIONS

Required Knowledge and Skills:

- Must be 21 years of age or older
- Must be able to pass a federal background check
- 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.
- Knowledge of currently accepted ideas and theories regarding the detainment of youth
- Knowledge of interviewing and counseling techniques.
- Highly skilled in oral and written communications.
- Skill in analyzing investigative material and making appropriate decisions.
- Highly skilled in making effective decisions within stressful or confrontational situations.
- Skill in interacting with people of different social, economic, and ethnic backgrounds.
- Highly skilled 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.
- Highly skilled 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:

- Associate's Degree or a minimum of 60 semester units of college-level work is required. Preference will be given for educational emphasis in sociology, psychology, human services, or a related field.
- Experience working with at risk youth is required.
- Possession of a valid State of Nevada Driver's license.
- Minimum of one year experience as a Detention Specialist II, or equivalent.
- Current First Aid and CPR Certification (must be obtained within three months of employment)
- JIREH Certification (must be obtained within three months of employment)

Other Requirements:

JOB DESCRIPTION

Senior Detention Specialist

Must be able to pass a criminal background check and a Nevada Child Abuse Network (CAN) background check.

The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.

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.
- Strength and stamina to physically restrain youths, including the strength to pull weights of 75 lbs. to 200 lbs. when restraining adolescents.
- Subject to standing, walking, sitting, bending, reaching, kneeling, running, and lifting heavy objects over 100 pounds.
- May be required to work during irregular hours, including evenings, nights, early mornings, and weekends.

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.