

TRI-COUNTY COMMUNITY CORRECTIONS
RED RIVER VALLEY JUVENILE CENTER (RRVJC)
JUVENILE CUSTODY OFFICER



Policy Statement: TCCC provides Equal Employment Opportunity to all employees & applicants for employment in accordance with all applicable EEO laws, directives and regulations of Federal, State and local governing bodies or agencies thereof.

General Statement of Duties: Completes specific resident monitoring and supervision duties in secure and residential setting, demonstrates positive communication techniques and behavior, implements restorative justice principles, makes log notations of actions, movements and events. Youth Counselors are scheduled on rotating shifts.

Position Status: Safety-sensitive position; Non-exempt; Union; Position Grade (2)

Supervision Received: Supervision by RRVJC Program Director with oversight by Deputy Director.

Supervision Exercised: May supervise appointed volunteers.

EXAMPLES OF DUTIES: (Any one position may not include all of the duties listed nor do the listed examples include all duties which may be found in positions of this class.)

1. Completes resident admissions as defined in policy manual, including health and mental health screenings, orientation on expected behavior, conducts appropriate searches, completion of forms, dispensing admission supplies, etc.
2. Contacts parents/guardians to inform them of their child's admission to the facility and reason for placement.
3. Completes a classification on each resident admission and documents current behavior & screening concerns for review by Caseworker and Program Director.
4. Supervises resident population and redirects negative or inappropriate resident behavior, providing positive feedback on proper behavior. May need to implement behavioral interventions to prevent injury to self or others.
5. Visits with residents, engages in casual conversation, provides assistance and guidance, attempts to calm fears and concerns; assists residents to make phone calls to parents and/or professionals who are involved in their programming.
6. Leads, supervises and participates in resident activities and programming.
7. Completes resident well-being checks and counts according to policy.
8. Maintains facility logs for routine and non-routine occurrences and documents resident behavior.

EXAMPLES OF DUTIES: - continued

9. Initiates emergency procedures to ensure safety of residents, visitors and staff.
10. Completes release of residents to ensure release conditions are met.
11. Completes incident reports as required by policy.
12. Initiates resident disciplinary actions when circumstances warrant.
13. Oversees resident meal service and group dining.
14. Dispenses medication as ordered by physician of record; certifies that all medication is delivered according to policy and procedures.
15. Greets visitors (professional and non-professional) requesting to enter the facility to verify credentials and purpose of visit. Escorts visitors and monitors them through departure from the facility.
16. Assists residents in completion of homework or group work assignments and oversees completion of tasks assigned.
17. Accompanies and/or transports residents for recreation, medical, placements or court appointments as required.
18. Demonstrates professionalism at all times when dealing with co-workers, residents, other agencies and the public.
19. Attends department staff meetings and trainings.
20. Assists other staff as necessary and other duties as assigned by Program Director and Deputy Director.

MINIMUM QUALIFICATIONS

Required Knowledge, Skills and Abilities:

- Ability to understand and follow written and oral instructions and the ability to write clear and concisely reports/descriptions of events.
- Ability to understand in-service training and skills.
- Ability to maintain composure in high stress situations; to counsel, direct and control residents for their own safety and the safety of others.
- Ability to effectively interact with residents under crisis conditions.
- Possess good communication skills with emphasis on listening and assertiveness.
- Be self-motivated, proactive & resilient.
- General knowledge of adolescent development and behavior, the Juvenile Justice System and an interest in behavioral sciences and family dynamics.

Required Knowledge, Skills and Abilities: - continued

- Ability to work independently and with the team concept.
- Must be able to handle physical confrontation between residents and assist in use of force to physically restrain residents if needed.
- Must attend and participate in training and meetings required by supervisor.
- Maintain CPR/1st Aid, Medication Certification and other required certifications.
- For part-time positions, flexibility to assist in accepting “call-in” hours is required.

Education/Experience:

- Minimum of 21 years of age;
- High School diploma or GED required;
- Two years education in social sciences or related field preferred;
- Prior work experience with juveniles preferred;

Physical Demands: Must meet occupational requirements of the position.

Requirements:

- Must have reliable transportation and a valid driver’s license.
- Must pass TCCC and the Minnesota Department of Human Services backgrounds.

I have read and understand the duties & demands of the **Juvenile Custody Officer position.*

Employee Signature

Date

Supervisor Signature

Date

Tri-County Community Corrections
Red River Valley Juvenile Center
Juvenile Custody Officer Position

This form is intended to aid job applicants / employees / supervisors in assessing the minimum physical standards needed to perform established job duties of the **Juvenile Custody Officer** position.

Occupational Requirements

| PHYSICAL DEMANDS (without accommodations) | Rarely (1% - 4%) | Occasionally (5% - 33%) | Frequently (34% - 66%) | Continuously (67% - 100%) |
|------------------------------------------------------------------------|---------------------|----------------------------|---------------------------|------------------------------|
| Sitting | | | X | |
| Walking | | X to | X | |
| Standing | | X | | |
| Bending Neck | | X | | |
| Twisting Neck | | X | | |
| Bending Waist (forward or sideways) | | X | | |
| Twisting Waist | | X | | |
| Squatting (crouch or sit on one's heels) | X | | | |
| Climbing – Not Applicable | | | | |
| Kneeling | X | | | |
| Crawling | X | | | |
| Repetitive Movement: Hand(s) | | | | |
| Simple Grasping: One Hand / Both Hands | | X | | |
| Power Grasping: One Hand / Both Hands | | X | | |
| Fine Manipulation: One Hand / Both Hands | | X | | |
| Pushing/Pulling: One Hand / Both Hands | | X | | |
| Reach Above Shoulder Height | | X | | |
| Reach Below Shoulder Height | | | X | |
| Move Items Weighing up to 10lbs (floor, bilateral carry & overhead) | | | X | |
| Move Items Weighing 11 - 30lbs (floor, bilateral carry & overhead) | | X | | |
| Move Items Weighing 30 – 50lbs (floor & bilateral carry only) | | X | | |
| Move Items Weighing 51 – 75lbs | X | | | |
| Move Items Weighing 76 – 100lbs | X | | | |
| Move Items Weighing over 100lbs | X | | | |
| Driving | | X | | |
| Repetitive Movement: Foot / Feet (constant for at least 15 minutes) | X | | | |
| Other: | | | | |

ENVIRONMENTAL DEMANDS

(Check all that apply & provide source for items A – E, if checked)

| | | | |
|----|-------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------|------------------------------|
| A. | <input checked="" type="checkbox"/> | Extreme Cold (below 32°) | Source: Meal Delivery |
| B. | <input type="checkbox"/> | Extreme Heat (above 100°) | Source: |
| C. | <input type="checkbox"/> | Noise (need to shout in order to be heard) | Source: |
| D. | <input type="checkbox"/> | Vibration (exposure to oscillating movements of the extremities or whole body) | Source: |
| E. | <input type="checkbox"/> | Exposure to Dust / Gas / Fumes / Steam / Chemicals | Source: |
| F. | <input type="checkbox"/> | Work Outdoors (no effective protection from weather) | |
| G. | <input checked="" type="checkbox"/> | Walking on uneven ground (gravel, rocks, mounds) when walking outdoors to pick up the food trays and when transporting residents, as needed | |
| H. | <input type="checkbox"/> | Work at Heights (such as on scaffolding or ladders) | |
| I. | <input type="checkbox"/> | Working Around Moving Machinery (fork-lifts, tractors, mowers) | |
| J. | <input checked="" type="checkbox"/> | Protective Equipment Required (respirator, mask, earplugs, gloves, eye-wear, etc.) | |
| K. | <input checked="" type="checkbox"/> | Potential Exposure to Infectious Diseases | |
| L. | <input checked="" type="checkbox"/> | Other: Potential for Physical Confrontation | |
| M. | <input type="checkbox"/> | None: (not substantially exposed to adverse environmental conditions) | |

ESSENTIAL JOB REQUIREMENTS

O = OCCASIONALLY F = FREQUENTLY C = CONTINUOUSLY

| EMOTIONAL DEMANDS: | |
|----------------------------------|------------------------------|
| O | Fast Pace |
| O | Average Pace |
| O | Multiple Priorities |
| F | Intense Customer Interaction |
| F | Multiple Stimuli |
| F | Frequent Change |
| MENTAL / SENSORY DEMANDS: | |
| F | Memory |
| F | Reasoning |
| C | Hearing |
| C | Vision |
| F | Reading |
| F | Analyzing |
| F | Logic |
| F | Verbal Communication |
| F | Written Communication |