



# Lorain County Domestic Relations Court

## Position Description

### **Classification Title:**

FLSA Status: Non-exempt  
 Exemption Type: N/A  
 Civil Service Status: Unclassified

### **Juvenile Detention Officer**

Employment Status: Full-time  
 Reports To: Shift Supervisor  
 Division: Residential Services

### **DISTINGUISHING JOB CHARACTERISTICS**

Monitors, supervises, plans, organizes, and directs the behavior and activities of youth offenders in a manner that ensures the safety of residents and staff. Ensures compliance with all LCDH policies and procedures in order to promote a safe, secure and humane environment for residents and staff.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

*To perform this job successfully, an individual must be able to satisfactorily perform each essential duty listed below. Reasonable accommodations will be made for disabled persons, covered by the Americans with Disabilities Act, in accordance with its requirements.*

Interacts and supervises residents through participation in activities, individual discussions and modeling behavior. Ensures the best possible care, welfare and security of youth residents, utilizing behavior management techniques and established policies and procedures.

Maintains a safe and secure environment for both the residents and staff by diffusing disruptive/destructive behaviors through crisis intervention, verbal communications or physical intervention techniques to gain control of the situation. Reports any problems or incidents in an appropriate and timely manner to management.

Processes new juveniles admitted into the facility. Completes an admissions interview on each juvenile, which includes a screening assessment tool. Responsible for recording all personal property received from juveniles upon admission and the return of their property at the time of release.

Performs searches of residents, resident's personal effects, and visitors in accordance with LCDH policies and procedures. Inspects and reports units for contraband, hazards and security problems.

Observes youth behavior and maintains awareness of juvenile's emotional and physical needs. Makes timely medical, psychological or behavioral referrals to qualified staff. Provides input to management or social services relative to residents' needs or concerns and identifies activities which may positively impact residents.

Maintains personal skills and proficiency in the use of defensive tactics through ongoing academic training. Must physically perform under stress when confronted with an emergency, critical, and/or dangerous situation.

Ensures compliance with federal, state, local and LCDH policies and procedures.

Completes accurate and coherent Behavior Observation logs reflecting juvenile's behavior, problems, visitations, isolations, restrictions, interaction with peers, and other issues in a timely manner. Recommends discipline and completes juvenile disciplinary reports.

Completes accurate and coherent incident reports, damage reports, and emergency medical reports and submits them by the end of the shift following the use of pepper spray, physical force or mechanical restraints.

Completes all mandatory trainings within required timeframes.

Maintains a professional and polite disposition at all times when dealing with public, coworkers, court staff, service providers, and other outside agencies. Stays calm and even-tempered when handling crises, stressful situations, continuous change, or unexpected developments. Works effectively in a team environment to accomplish organizational goals.

Must be awake and alert at all times. Demonstrates regular and punctual attendance and arrives prepared to work; meets all job safety requirements and all applicable OSHA safety standards that pertain to essential functions. Maintains flexibility in work hours to accommodate the needs of the Court.

### **OTHER DUTIES AND RESPONSIBILITIES**

Assists with emergency evacuation procedures (e.g. fire, tornado, etc.). Monitors the fire alarm system and makes the appropriate notification when an alarm is activated. Performs general cleaning, laundry and other housekeeping tasks. May be required to operate a county vehicle to transport youth to a hospital, medical appointment or other approved location. Escorts youth to school classes. May be required to attend training to perform assessment screenings and any other relevant training as recommended by a reasonable deadline set by Superintendent.

### **SCOPE OF SUPERVISION**

None

### **EQUIPMENT OPERATED**

Portable radio, metal detector, pepper spray, handcuffs, shackles, mechanical restraints, control room switchboard, washer, dryer, television and other audio/visual equipment, computer, scanner, printer, telephone, copier, fax machine, and other general office equipment.

### **CONTACTS WITH OTHERS**

Regular contacts inside and outside of the Court related to furnish information or reports, discuss controversial subjects, or complaint resolution where improper handling may effect result but where primary responsibility rests with the next higher level of supervision. Contacts include but are not limited to, parents/guardians, law enforcement, prosecutors, attorneys, GAL's, school officials, Child Protective Services and other Court or agency staff.

### CONFIDENTIAL DATA

Ability to maintain confidentiality and exercise extreme discretion. Work involves some confidential data of major importance such as court records, client records, medical reports, evaluations, police reports or other information, which if disclosed, may have a pronounced adverse internal and/or external effect detrimental to the Court's interest, or contrary to recognized professional ethics.

### WORKING CONDITIONS

The employee must have the capacity to work in a secure environment with criminal offenders, some of whom may be considered dangerous. Possible risk of assault and/or exposure to blood, urine or other bodily fluids.

### USUAL PHYSICAL DEMANDS

*The following physical demands are typically exhibited by position incumbents performing this job's essential duties and responsibilities. These physical demands are not, and should not be construed to be job qualification standards, but are illustrated to help the employer, employee and/or applicant identify tasks where reasonable accommodations may need to be made when an otherwise qualified person is unable to perform the job's essential duties because of an ADA disability.*

While performing the duties of this job, the employee is required to sit, speak clearly and to hear. Employee converses with others in person and by telephone. Vision demands include close, relatively detailed vision when using a computer screen and reviewing data. Must be able to physically intervene in disruptive and behavioral acting-out situations. Employee must be able to physically restrain and contain juveniles for their protection, protection of others, and/or self-protection.

Employees must be able to physically demonstrate the following:

1. Ability to push and pull objects, pick up objects, and bend repeatedly in order to move mattresses, beds and other furniture to conduct security checks and search residents.
2. Ability to step up on elevated surfaces, such as a bed or stool to conduct room searches.
3. Ability to reach, bend, and stoop to perform security checks, and other tasks.
4. Ability to walk extended periods throughout the facility.
5. Ability to stand for extended periods.
6. Ability to physically restrain residents under adverse conditions, including ability to manage weights of 75lbs to 200lbs when restraining adolescents.
7. Ability to respond to emergency situations according to LCDH policies and procedures.
8. Ability to correctly handcuff and safely remove handcuffs from residents as needed.
9. Ability to effectively communicate (hear and respond) through the intercom/radio transmission monitoring system.
10. Ability to lift and carry containers of items weighing up to 45 lbs.
11. Must demonstrate competency in implementing physical force techniques and satisfactorily complete all the requirements in training of physical force.

- **No light duty or lifting restrictions permitted for this position.**

### REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

**Knowledge of:** the mission and objectives of the Court and Detention Facility, Juvenile Division policies and procedures, safety and security practices, CPR and first aid techniques. General knowledge

of American Correctional Association standards and the Department of Youth Services standards, communication techniques, personality and social interactions; skilled at observing and evaluating detainee behavior, reacting quickly to escape attempts and other crisis situations. Complete knowledge of all required computerized systems for data management, communication, and documentation as well as, excellent interpersonal communication skills.

**Ability to:** read, write and understand the Standard English language; read and interpret instructions furnished in written, oral, diagrammatic, or schedule form; communicate verbally and in writing with co-workers, other court staff, and members of the public in a professional and effective manner; demonstrate sensitivity to professional ethics, gender, cultural diversities and disabilities. Ability to serve the public with diplomacy and respect, including occasional encounters with irate/difficult individuals. Ability to exercise patience, objectivity, maturity, initiative and adaptability. Ability to accept direction and recognize when further assistance is needed, ability to recognize boundaries between job duties and authority. Exercise sound judgment, make informed decisions, apply common sense, carry out instructions and independently problem solve situations that arise and require immediate resolution.

**Skill in:** First Aid, CPR, listening skills, crisis intervention, de-escalation techniques, mediation, and verbal and written communication.

### **QUALIFICATIONS**

High School Diploma or GED required. Ability to document identity and employment eligibility within three (3) days of original appointment as a condition of employment in compliance with Immigration Reform and Control Act requirements.

Must pass a criminal background check, possess a valid Ohio driver's license, provide proof of insurance, and a demonstrated safe driving record. Must be eligible to drive under the county commissioner's Driver/ Vehicle Risk Reduction Program.

### **LICENSURE OR CERTIFICATION REQUIREMENTS**

Ohio Department of Youth Services Training Requirements, CPR and First Aid Certification. State Motor Vehicle Operators License and proof of insurance.

**This job description in no manner states or implies that these are the only duties and responsibilities to be performed by the employee filling this position, who will be required to follow instructions and perform any duties required by the employee's supervisor or designee.**

#### MANAGEMENT APPROVAL

\_\_\_\_\_ / /

**Authorized Court Management Representative**

**Date**

#### EMPLOYEE UNDERSTANDING

\_\_\_\_\_ / /

**Employee**

**Date**