



Lorain County Domestic Relations Court

Position Description

Classification Title:

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

Female Juvenile Detention Officer

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

DISTINGUISHING JOB CHARACTERISTICS

Supervises and directs the daily activities of youth residents by observing behaviors, maintaining control, and administering appropriate disciplinary sanctions according to policy. Ensures compliance with all LCDH policies and procedures to promote a safe, secure, and humane environment for residents and staff through crisis intervention, verbal communications, and physical intervention techniques when necessary.

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. Completes all mandatory trainings within required timeframes.

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

Maintains a professional and polite disposition at all times when dealing with public, coworkers, court staff, service providers, law enforcement, 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.

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

No direct supervisory responsibility for staff members.

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.

USUAL PHYSICAL DEMANDS

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, including stairs.
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 of the requirements in training of physical force.

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

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of: Juvenile justice policies, procedures, and best practices pertaining to treatment and confinement of juvenile residents; 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, de-escalation techniques, and social interactions; skilled at observing and evaluating detainee behavior, reacting quickly to escape attempts and other crisis situations. Must possess knowledge of group dynamics and the ability to establish trust and cooperation with juveniles while maintaining an appropriate level of professionalism, assertiveness, and leadership. Complete knowledge of all required computerized systems for data management, communication, and documentation as well as, excellent interpersonal communication skills.

Ability to: Ability to read, write and understand the Standard English language; communicate verbally and in writing with co-workers, other court staff, law enforcement, 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 control stressful situations and utilize equipment such as a radio, handcuffs, and pepper spray as required; willing to work in hazardous conditions that

occur on a periodic or intermittent basis resulting in a potential risk of physical injury due to working in an environmentally controlled Detention Center, tense and hostile atmosphere, and mental demands. Ability to deal with adolescents in all kinds of physical, mental, and emotional conditions; must have good judgment in diffusing stressful situations and working with residents with mental health issues. 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, verbal and written communication, and working effectively with youth offenders.

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 drug screen and criminal background check, possess an active, valid Ohio driver’s license, 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