

ARIZONA SUPERIOR COURT IN PIMA COUNTY

Pima County Juvenile Court

Job Description

Job Title: Detention Skill Development Worker

Job Code: 8617

Pay Grade: 27

FLSA Status: Non-exempt



PURPOSE OF CLASSIFICATION:

Under general supervision, performs work of moderate difficulty in monitoring youth detainees as they learn and assist cleaning, repairing and maintaining the building and grounds. Develops basic cleaning and maintenance repair skills of youth, builds social skills of youth, and supervises youth as they complete in-house community service work. Also cleans and maintains detention facilities, such as painting, light mechanical repairs, and general cleaning.

ESSENTIAL FUNCTIONS:

- Implements and delivers vocational skill-building programming for future use and success to youth in support of detention philosophy, goals and objectives.
- Provides effective role modeling and mentoring to youth in the facility while overseeing them as they are assigned to perform work, such as custodial cleaning, repair of their damage, painting over graffiti and generally cleaning the detention facility.
- Observes and ensures security for the facility in accordance with procedures and institutional practices when juveniles are present.
- Responds to emergency situations in accordance with Juvenile Court policies and procedures.
- Reacts to physical confrontations and emergency situations quickly and effectively using sanctioned defensive tactics skills.
- Observes the behaviors of youth and situations that occur, recalls facts and prepares verbal and/or written reports to detention supervisors/officers on work performed by detainees.
- Cleans, paints and completes repairs to the facility as necessary, including minor repairs to mechanical components, fixtures, flat surfaces, and equipment.
- Loads and unloads incoming detention supplies and monitors the inventory levels of supplies for the different detention living units.
- Operates motored vehicles to purchase, transport or relocate supplies and/or equipment.
- Performs some simple mathematical calculations related to time cards, supply orders and records.
- Performs all duties in accordance to safety rules, with good safety habits and equipment as necessary.
- The incumbent on a regular basis will monitor conversations while supervising youth.

ADDITIONAL RESPONSIBILITIES/DUTIES

- Performs other related duties and projects as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Must have the knowledge and familiarity with the purpose of juvenile detention.
- Must have knowledge of general maintenance equipment and tools, power tools, and the safe operation of tools to comply with OSHA standards.
- Must have knowledge of some trade skills for maintenance activities to include drywall repairs, painting, floor covering, and basic mechanical knowledge.
- Must have knowledge of lifting techniques in order to move furniture and equipment safely without injury and damage to items or surroundings.
- Must have a mechanical aptitude with regard to maintenance, repair of furniture and equipment.
- Must have knowledge of methods and procedures used in the ordering, storing, and handling of inventory stock, custodial work, and the use of cleaning materials and chemicals.
- Must have the ability to build collaborative relationships, effectively communicate with others, and teach vocational skills.
- Must have the ability to learn defensive tactics, First Aid and CPR, develop good observation skills and respond to emergency and safety incidences in a proficient manner.
- Must have the ability to follow verbal and written instructions, complete routine forms and maintain records and logs.

MINIMUM REQUIREMENTS:

A high school diploma or equivalent G.E.D. certificate and one year of experience working with youth and one year of experience related to the receiving, warehousing, inventory, issuing and delivering of materials and supplies; and/or facilities maintenance; and/or the moving, installing, repairing and caring for equipment and furniture. OR any equivalent combination of experience, training and/ or education approved by Human Resources.

LICENSES AND CERTIFICATES:

Must have a valid Arizona Driver's License at time of appointment. Post hire, incumbents will be required to attend and pass the Juvenile Detention Officer Academy and will also be required to take and pass a Defensive Driving course and Van Training course to perform material delivery and pick-up duties.

PHYSICAL DEMANDS/WORKING CONDITIONS:

The performance of essential functions requires incumbents to stand, walk, bend, stoop, and lift for extended periods of time and move large or bulky objects. The incumbent will infrequently move, lift, and transport heavy equipment, boxes and furniture weighting 50 pounds or more. Typically performs duties in an office building, but will be exposed to cold and hot weather conditions infrequently.

DISTINGUISHING CHARACTERISTICS:

This is a classified position that reports to an Assistant Detention Director. The incumbent performs under general supervision and has no supervisory responsibilities. The incumbent will monitor the activities and safety of youth detainees.

Date: 05/17/06

Revised: 07/13/07, 4/24/09