

ARIZONA SUPERIOR COURT IN PIMA COUNTY

Pima County Juvenile Court

Job Description

Job Title: Juvenile Detention Officer, Senior

Job Code: 8605

Pay Grade: 45

FLSA Status: Non-exempt



PURPOSE OF CLASSIFICATION:

Responsible for the safety and well being of youth referred to the Juvenile Court Detention Center. Engages youth to develop positive working relationships, teaches youth life skills of accountability, structured living, relapse prevention, self-sufficiency and positive support system building. Serves as a role model and mentor for youth as detention programs are implemented. Monitors and maintains a structured, caring, safe, healthy, and effective learning environment for youth.

ESSENTIAL FUNCTIONS:

- Monitors and secures the living unit or central control unit assigned to, positively engaging and working with youth to develop accountability and other life skills while deploying safety and security measures.
- Processes newly arrived juveniles into the detention facility, issues meals, clothing, bedding, and personal items to juvenile detainees.
- Assists in the successful implementation of court and detention division initiatives, programs, and activities.
- Engages detained youth in therapeutic programming to include group and individual instruction and support.
- Builds working alliances with detained youth and families, teaches accountability to youth, reinforces positive ownership of errors and behaviors, determines youth rule infractions, takes appropriate action, and reports violations and incidents.
- Assists detention officers by providing training, monitoring work activities, and assists with skills development.
- Assesses effectiveness of work team's implementation of *Step Up Detention Mentoring* program and facilitates continuous improvement processes including staff training and program development.
- Provides information on the status of youth to the Probation Division, produces reports, and implements program activities jointly with other court staff and other professionals from external network providers.
- Performs safety and security measures including defensive tactics, physical searches (pat-downs and strip searches), monitoring and supervision of youth in all areas when necessary.

- Assesses situations for potential volatility and takes appropriate actions to effectively de-escalate situations, performs physical restraining and/or mechanically restraining of youth as necessary, and creates and maintains accurate incident and disciplinary reports, rosters, and daily logs.

ADDITIONAL DUTIES AND RESPONSIBILITIES:

- May testify at hearings or in court on observations and/or activities of detainees.
- May engage in community supervision and programming of juveniles.
- May act on behalf of the detention supervisor in his/her absence.
- Performs related duties and projects as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Must have knowledge with the purpose of juvenile detention and court operations, procedures, policies and methods to include Step Up Detention Mentoring Program.
- Must have knowledge of proper interventions, de-escalation, and restraint techniques.
- Must have knowledge of detention emergency protocols, security systems, scheduling, conducting and evaluating emergency procedure drills.
- Must have knowledge of computers and the skills to operate Windows based software.
- Must have the ability to learn the court policies, procedures, and the practices and rules of operation for the Detention Center.
- Must have the skill and ability to learn defensive tactics, First Aid and CPR, develop good observation skills, and the ability to respond to emergency and safety incidences in a proficient manner.
- Must have the ability to work with a desktop computer and Microsoft office software.
- Must have the ability to communicate effectively and work with a diversity of people, to include court employees and detainees from varied cultural, ethnic, religious, and socioeconomic backgrounds.

MINIMUM QUALIFICATIONS:

A high school diploma or equivalent G.E.D. certificate, must be a minimum age of 21 years, must be a United States citizen or have legal resident status and two years of experience working with youth in a detention/residential treatment facility or a similar program. OR an Associate's degree, or a minimum of 63 semester hours, may substitute for the degree requirement from an accredited college or university and one year of experience working with youth in a detention/residential treatment facility or a similar program.

LICENSES AND CERTIFICATES:

None required.

PHYSICAL DEMANDS/WORKING CONDITIONS:

Typically performs duties in a secure institution and may lift a detainee, materials, or equipment of 50 lbs or less. Incumbents are required to stand and walk for at least half of their scheduled work shift and physically required to bend, reach, kneel, crouch, crawl and stoop.

DISTINGUISHING CHARACTERISTICS:

This is a classified position that reports to a Supervisor, Juvenile Detention. The incumbents perform duties under general supervision and have lead responsibilities for programs, daily work, and activities performed by detention officers.

Date: 11/22/04

Revised: 05/09/05, 08/01/05; 01/09/07, 5/8/09