

**POSITION DESCRIPTION
COUNTY OF LAPORTE, INDIANA**

POSITION: Youth Specialist Unit Leader
DEPARTMENT: Juvenile Services Center
WORK SCHEDULE: As Assigned
JOB CATEGORY: POLE (Protective Occupations and Law Enforcement)

DATE WRITTEN: May 2006
DATE REVISED: February 2008

STATUS: Full-time
FLSA STATUS: Non-exempt

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. The County of LaPorte provides reasonable accommodation to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job, unless the accommodation would cause an undue hardship.

Incumbent serves as Youth Specialist Unit Leader for the LaPorte County Juvenile Services Center, responsible for continually supervising and monitoring behavior and activities of assigned detainees. Responsible for Supervising assigned Youth Specialist Workers.

DUTIES:

Monitors, escorts, and provides security, supervision, and discipline over assigned detainees/residents in a variety of activities such as wake-ups, bedtime, showers, meals, recreation, classroom work, assigned work projects, and approved outings away from the facility.

Conducts intakes and alcohol and drug submissions of detainees when necessary, including taking and securing personal property, checking for potential weapons and contraband, assisting with showers and personal hygiene, providing orientation to facility, and explaining rules and regulations.

Enters computer record information as required and completes release documents and releases personal property of detainees accordingly.

Accompanies and provides continuous supervision over detainees, including in the living units, to, from, and during meals, throughout intake and release procedures, throughout the facility as needed, and on outings and activities away from the facility.

Completes required written documentation and reports in a timely and professional manner and in accordance with required procedures.

Prioritizes and delegates work assignments on assigned unit, enforces department policies and procedures. Ensures proper completion of tasks and conformance with policy.

In the absence of Shift Supervisor, administers detainee/resident medication per facility policy and procedure.

Maintains communications with Shift Supervisor on issues regarding safety and concerns.

Assists with structuring detainees' free time, including organizing and facilitating group activities such as sports, games, movies, arts and crafts, and conversation. Continually observes detainees, recording significant contacts, behavior changes, and incidents as needed for court reports and required by regulations.

Conducts and logs room checks. Interacts with detainees in a positive, therapeutic, and consistent manner, utilizing the behavior management system.

Responds to problems and emergencies, such as rule infractions, conflicts between detainees, attempted escapes, and illnesses. Takes appropriate action, including obtaining assistance from other personnel or agencies as needed.

Supervises, instructs, and assists detainees with performing regular cleaning and custodial duties to assure proper cleanliness and organization of the assigned unit. Performs minor repair to job equipment as needed.

Assures proper building security, including operating manual and electronic door locks, monitoring radio communications, watching monitors, and contacting Center personnel and/or law enforcement agencies as needed. Conducts security checks and room searches as needed.

Communicates with parents/guardians of detainees in the absence of supervisory personnel, including responding to complaints, explaining intake medical issues, explaining visiting rules and regulations, and scheduling visits as requested.

Accompanies Community Transportation Officers in transporting detainees to appointments, jobs, home visits, Court hearings, or other outside appointments as needed.

Conducts classes with detainees covering topics such as personal hygiene, everyday living and survival skills, and related information.

Conducts counseling groups with detainees as necessary.

Oversees the scheduling of detainees time and the maintenance of structure and consistency on the units.

Assists in arranging for special outings and activities, as needed.

Administers medication to residents as needed. Answers phone, does laundry, and performs yard work as necessary.

Monitors adherence to the schedule.

Prepares detainees a dinner tray on holidays.

Attends in-service training, staff meetings, and educational workshops/training seminars pertaining to secure/correctional child care facilities as is required by the licensing agency.

Responds to emergencies and assists in other units as needed.

Performs related duties as assigned.

I. JOB REQUIREMENTS AND DIFFICULTY OF WORK:

High school diploma or GED and one (1) year of higher education and/or experience working directly with detainees in a secure/correctional child care facility, or an equivalent combination of education and experience.

Must be at least 21 years of age.

Ability to meet all hiring requirements, including passage of a criminal background check, a medical exam, a drug test, and a tuberculosis (TB) test.

Possession of and ability to maintain possession of all required certifications and training requirements, including, but not limited to, CPR, first aid, biohazard, and therapeutic crisis intervention (TCI).

Working knowledge of legal requirements and standard policies, practices, and general operations of the facility, with ability to apply appropriate procedures to ongoing operations accordingly.

Knowledge of the juvenile criminal justice system and the juvenile code.

Ability to enforce Center rules and regulations, resolve conflicts, and take authoritative action as situations demand.

Ability to accurately complete required reports and documents, apply knowledge of people/locations, and plan/layout assigned work projects.

Ability to safely operate, protect, and maintain a variety of hand and/or power tools, such as screwdrivers, wrenches, mop, broom, files, and vacuum cleaner.

Ability to properly operate standard office equipment, including computer, calculator, copy machine, fax machine, and telephone.

Ability to provide public access to or maintain confidentiality of department information and records according to state requirements.

Ability to comply with all employer and department policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Ability to competently serve the public with diplomacy and respect, including occasional encounters with irate/hostile persons.

Ability to effectively communicate orally and in writing with co-workers, other County departments, juvenile detainees and their families, school officials, local law enforcement agencies, social service and mental health agencies, and members of the general public in a courteous and tactful manner, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.

Ability to work alone with minimum supervision and with others in a team environment on several tasks at the same time, occasionally under time pressure.

Ability to understand, memorize, retain, and carry out written or oral instructions and present findings in oral or written form.

Ability to occasionally work extended hours, regularly work evening and/or weekend hours, and travel out of town, sometimes overnight, for training.

Ability to respond to emergencies and assist in other units as needed.

Ability to perform physical requirements of essential duties.

Possession of a valid Indiana driver's license and a demonstrated safe driving record.

II. RESPONSIBILITY:

Incumbent monitors facility residents in accordance with Center rules and standard practices and procedures, exercising judgment to effectively prevent and/or resolve conflicts, assure safety and properly document detainees' behavior. Incumbent's work is not always subject to close supervisory review, and undetected errors could result in escape of assigned detainees, potential harm to detainees, self, or co-workers.

Incumbent works within a regular schedule of duties, determining priorities in accordance with supervisor and the Center's requirements. Instructions for new and/or unusual duties are provided by supervisor and work is reviewed periodically and/or upon completion of specific assignments for soundness of judgment, accuracy, and compliance with instructions and requirements.

III. PERSONAL WORK RELATIONSHIPS:

Incumbent maintains frequent contact with co-workers, other County departments, juvenile detainees and their families, school officials, local law enforcement agencies, social service and mental health agencies, and members of the general public for a variety of purposes, including monitoring detainees' behavior, enforcing rules and regulations, providing detainees information, resolving conflicts and problems, and coordinating contacts and planning for detainees.

Incumbent reports directly to the Shift Supervisor.

IV. PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent performs majority of duties in a secure/correctional facility and in the field, including working in a confined area, sitting/walking at will, standing/walking for long periods, lifting/carrying objects weighing over 50 pounds when restraining individuals, bending, driving, close vision, and hearing sounds/communication. Incumbent may be exposed to irate/hostile individuals and have to respond to situations involving potential physical harm to self and others.

Incumbent occasionally works extended hours, regularly works evening and/or weekend hours, and travels out of town, sometimes overnight, for training. Incumbent occasionally responds to emergencies and assists in other units as needed.

APPLICANT/EMPLOYEE ACKNOWLEDGMENT

The job description for the position of Youth Specialist Unit Leader for the LaPorte County Juvenile Services Center describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description, and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements, and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined?
Yes No

Applicant/Employee Signature

Date

Print or Type Name