



CLASS SPECIFICATION

Class Code: 60013752
Date Established: 04/2002
Last Reviewed: 01/2024
Last Revised: 01/2024
Last Title Change: 06/2017
FLSA: non-exempt
Probation: 12 months

SENIOR JUVENILE DETENTION SPECIALIST

DEFINITION

Under general supervision, is responsible for the direct observation, supervision, guidance, and general custodial care of juveniles in residence in a secure detention facility; provides lead direction over line staff; and performs related duties as required.

EXPERIENCE AND TRAINING REQUIREMENTS

A bachelor's degree from an accredited college or university in behavioral sciences, criminal justice, human services, social work or closely related field AND one year full-time experience working as a Juvenile Detention Specialist II; OR an equivalent combination of training and experience.

Must be at least 21 years of age at the time of application.

LICENSE OR CERTIFICATE

A valid Class C driver's license is required at the time of appointment and must be maintained for continued employment.

A CPR/First Aid and Blood Borne Pathogens certificate is required at the time of appointment and must be maintained for continued employment in this classification.

DISTINGUISHING CHARACTERISTICS

This is the senior level in the Juvenile Detention Specialist classification series and is distinguished from the Juvenile Detention Specialist II by performing more complex duties with greater independence, providing lead direction, and assuming direct supervision over staff in lieu of a shift supervisor.

SUPERVISION EXERCISED

May provide lead direction.

EXAMPLES OF DUTIES *(The following is used as a partial description and is not restrictive as to duties required.)*

Oversee the care, security, reporting, observation, supervision, and guidance of juveniles in residence.

Maintain security, prevent escapes, and ensure enforcement of policies and procedures.

Resolve problems and differences among the juveniles.

Facilitate and organize training, schedule work assignments, participate in new hire interviews, and provide input into staff evaluation.

Conduct shift change briefings to ensure the flow of information from shift to shift.

Direct staff in crisis situations on correct actions for detention center.

Actively participate in the planning, development, and teaching of self-improvement/special interest programs.

Ensure that all detained juveniles are adequately supervised; account for the location of all detainees in the detention center.

Resolve grievances or problems that occur with detainees on shift.

Complete paperwork on shift including documentation in case management system, incident reports, probable cause reports, intakes, and all other required documentation in a timely manner. This may also include police reports and referrals to social services agencies.

Communicate with internal and external stakeholders, including parents, about policies and procedures of the detention center, communicating safety and security issues.

Adhere to OSHA and MSDS standards.

Supervise juveniles with mental health issues including acute suicidal actions, severe depression, and psychosis; make appropriate referrals to mental health professionals for further treatment.

Oversee and participate in defensive tactics to prevent youth from harming themselves or others; provide direction and assistance in the de-escalation and use of force per Department policy.

Transport juveniles to and from the facility as needed.

Attend staff and management meetings; participate in training programs.

Under supervision, serve as a liaison between Juvenile Services and other outside agencies and the public.

Ensure that assigned personnel perform duties and responsibilities in a safe and prudent manner, which does not expose them or others to unnecessary harm or risk of on-the-job injury.

In the absence of medical staff and shift supervisor, provide supervision over assigned staff; dispense medications and make decisions to access emergency care.

May be assigned to specialty assignments within the detention center, that require more advanced knowledge and skills than the Juvenile Detention Specialist I/II classifications. Specialty assignments may include case management for juveniles on house arrest/electronic monitoring or for misdemeanor referrals.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Full Performance *(These may be acquired on the job and are needed to perform the work assigned.)*

Knowledge of:

County, departmental, and divisional policies, practices, and procedures relevant to area of assignment.

Laws, rules, and regulations related to area of assignment.

Principles and practices of supervision.

Principles and practices of safety and security.

Computer software specific to the department.

Ability to:

Interpret and apply policies and procedures.

Train, lead, coach and assist in the development of staff members.

Perform multiple functions in periods of intense activity requiring a quick response and the application of appropriate procedures.

Entry Level (*Applicants will be screened for possession of these through written, oral, performance, or other evaluation methods.*)

Knowledge of:

Principles of individual and group behavior.

State and local laws relating to juvenile justice, child welfare and the court system.

Counseling skills and accepted practices for the guidance and rehabilitation of juveniles.

Child and adolescent development.

Intervention strategies to help provide the most appropriate assistance to youth.

Ability to:

Exercise sound judgment and make appropriate decisions in emergency and non-emergency situations, often with limited information.

Observe and record events accurately and concisely including proficient writing skills enabling the preparation of quality reports.

Supervise juveniles.

Perform crisis intervention and handle difficult situations and clients.

Apply interviewing and investigative techniques effectively.

Apply counseling methods and practices effectively.

Apply de-escalation techniques effectively.

Review information, identify problems and arrive at a logical conclusion.

Effectively manage emergency and/or stressful situations and interact with hostile clients in a calm, professional manner.

Effectively communicate and work with individuals from diverse socioeconomic, ethnic, and cultural backgrounds.

Maintain confidential information in accordance with legal standards and/or County regulations.

Write departmental and court reports.

Establish, foster, and maintain effective and collaborative working relationships with all those contacted in the course of work.

SPECIAL REQUIREMENTS *(Essential duties require the following physical skills and work environment.)*

Ability to stand, walk, run and lift while supervising and observing youths. Strength and dexterity of a degree to be able to restrain a youth if necessary. Sufficient sensory acuity to be able to detect smoke/fire or contraband being used or carried by detained youth. Sufficient vision to be able to observe youths in programs and/or detention activities and hearing skills for purposes of monitoring and communicating with juveniles, other department staff and the public.

Successful completion of Defensive Tactics annually is required for continued employment in this classification.

Successful completion of Department approved and mandated training is required for continued employment in this classification.

Will work outside traditional business hours to include evenings, weekends, and holidays and requires flexible work schedules. Mandated work schedules may be required.

Must submit to a TB test at own expense upon offer of employment.

Employment is contingent upon the successful completion of a background investigation.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards.