



## CLASS SPECIFICATION

Class Code: 16650  
Date Est: 01/2009  
Last Rev: 05/2016  
Last Title Chg: 06/2017  
FLSA: non-exempt  
Probation: 12 months

### JUVENILE DETENTION SPECIALIST (ON CALL)

#### **DEFINITION**

Under direct supervision, Juvenile Detention Specialists (On Call) are responsible for the direct observation, supervision, guidance and general custodial care of juveniles in residence in a secure detention facility; and perform related work as required.

#### **EXPERIENCE AND TRAINING REQUIREMENTS**

Completion of 48 credits from an accredited college or university with course work in behavioral sciences, criminal justice, human services, social work or closely related field; OR two years of qualifying experience in a detention facility, related justice program, residential treatment program or in a law enforcement field; OR an equivalent combination of related education and qualifying experience.

#### **LICENSE OR CERTIFICATE**

A valid driver's license is required at time of appointment.

A CPR/First Aid certificate is required at time of appointment.

Completion and maintenance of training and certification in a department approved Defensive Tactics course which includes use of a restraint chair and other training required by the Department.

#### **SUPERVISION EXERCISED**

N/A

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

Responsible for 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.

Acquire skills to learn how to assist and instruct residents with daily living skills, including personal hygiene and maintenance of living areas.

Receive training to learn to record observations of youth and report relevant information to appropriate staff.

Actively participate in program planning, development and teaching of special interest programs.

Learn to complete paperwork on shift including documentation in log book, incident reports, probable cause reports, intakes and all other forms as needed. This could also include police reports and referrals to Social Service agencies.

Actively assist with the supervision of juveniles with mental health issues including acute suicidal actions, severe depression and psychosis; make appropriate referrals to mental health professionals for further evaluation.

Assist with the transportation of juveniles to and from the facility as needed.

Serve as a liaison on a limited basis between Juvenile Services and other outside agencies and the public.

### **JOB RELATED AND ESSENTIAL QUALIFICATIONS**

#### **Knowledge of:**

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

Working knowledge of state and local laws relating to juvenile justice, child welfare and the court system.

Computer software specific to the department.

Principles of individual and group behavior.

#### **Ability to:**

Interpret and apply policies and procedures.

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

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

Communicate clearly, both orally and in writing.

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

Supervise juveniles in residence.

Comprehend and follow oral and written directions.

Deal with individuals from diverse socio-economic backgrounds.

Deal with stressful situations and hostile clients.

Control personal bias.

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

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

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 purpose of monitoring and communicating with juveniles, other department staff and the public.

Must complete and submit a personal history statement and pass background investigation. Background investigations will be conducted through the State of Nevada, the Federal Bureau of Investigation (FBI), NCIC/CJIS and the Division of Child and Family Services.

Must submit to a TB test upon appointment at own expense.

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