

Cascade County

Job Vacancy Announcement

Position: Detention Officer	Closing Date: Open Until Filled
County Department: Juvenile Detention Center	Dept. Admin.: Shanna Bulik-Chism
Type of Position: Part-time Varied shifts	Salary: \$16.62 per hour Must join Teamsters Union Local #2
Applications available at Cascade County Human Resources Department, www.cascadecountymt.gov or Job Service. All application materials must be turned in to the Cascade County Human Resources Department and date stamped by 5:00 p.m. on the closing date.	

POSITION DESCRIPTION

The detention officer supervises youth in a variety of situations while performing related duties in a detention setting; admits youth into the center, completes detention documentation such as youth files, medical records, property inventories, incident reports, youth progress notes, and daily log books; works collaboratively with numerous outside agencies; works independently and as part of a team to provide the highest quality of care possible to detention residents; transports youth to placements, court, and other specified places; performs a variety of searches including searches of people, buildings, cells and vehicles; handles youth with behavior problems and responds to potentially dangerous situations; meal preparation and other housekeeping duties; must act as a role model to youth and staff; ensures detention hearings are held in a timely manner according to state standards; understands the purpose, mission, and philosophy of the center and be willing to carry out the center's policies and procedures as written; must be able to successfully complete 120 hours of orientation training and practical exam before undertaking assignments, and must successfully complete the Policy and Procedure Exam within 60 days of hire. Must attend annual CPR/First Aid and Non-Violent Crisis Intervention (CPI) in addition to the mandatory 20 hours of annual training; may be required to act in the shift supervisor's absence and performs other related duties as assigned.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES

Work consists of youth intake and discharge paperwork, daily logs, report writing; completion of files; urinalysis collection, screening and documentation; property inventory and searches of center, youth and vehicles; constant and direct supervision and surveillance of youth and visitors in a variety of settings, including the monitoring of phone calls, visits, school, personal hygiene, housekeeping; completes all assigned daily shift details and facilitate center programming; organizes daily activities to meet established standards and enforces center rules; meal preparation and adhere to menu plan; report any progress and deficits to the shift supervisor and administration; must be able to physically restrain uncontrollable youth using both passive and mechanical restraints; ensure paperwork is accurate, complete and filed accordingly; documents information gathered through observations and reports; provides guidance to youth on appropriate social behaviors, anger management, and conflict resolution; notifies the appropriate staff to report problems or unusual conditions, and when necessary, disciplines youth according to center policies and procedures; participates in security, restraint and search procedures; documents and reports on youth's daily behaviors; completes updates of Pick Up Orders, Certificate to Detain Orders and quash orders. Faxes updates to dispatch at the Great Falls Police Department; monitors and documents security precautions that ensure safety of youth, staff and the community; maintains strict confidentiality; transports youth to and from court, placements, and agencies; resolves interpersonal conflict in a straightforward and timely manner, and set priorities; be physically, mentally, and emotionally competent to care for youth; familiarity with Cascade County Operations Manual (CCOM).

Knowledge and understanding of: Principles and practices of the Montana Youth Court Act, Administrative Rules of Montana; Montana Code Annotated (M.C.A.); youth counseling; youth court procedures; standard operating procedures in detention centers; Center philosophy, mission, policies and procedures; Non-Violent Crisis Intervention; safety and security principles of detention; suicide prevention; CPR/First Aid; communicable disease and blood borne pathogens; youth behavior, adolescent development and culture; the dynamics of abuse and neglect; youth booking system; cultural sensitivity and social and economic causes of youth crime and delinquency; adolescent development, sexual orientation, chemical dependency issues, and the grief-loss cycle; prison Rape Elimination Act (PREA); emergency Response Procedures; key, tool, and utensil control; professional boundaries; chain of command; use of force; supervisory practices.

Skills in: Intake interviewing; court procedures; counseling; interpersonal skills; leadership; de-escalation of youth through verbal communication; Word, Excel, Power Point, Outlook.

Ability to: Effectively develop working relationships with staff, youth, administration, placing agencies, law enforcement, advocates and other interested parties of youth; operate a computer; perform a wide variety of youth counseling and related operational and administrative tasks with accuracy and speed under the pressure of highly charged emotional situations; communicate well with others, both orally and in writing; works independently and as a team member; deal with the public or other employees in a pleasant and courteous manner; practice good public relations and phone etiquette; display mature judgment and decision making skills within established policies and procedures and under stressful situations; work extended hours, nights, weekends and holidays as needed; carefully observe the behavior and activities of youth and manage youth when they become physically aggressive; coordinate and exchange of information

with fellow employees and employees on different shifts; accept responsibility and be self-motivated; observe work hours and demonstrate punctuality; identify problems that adversely affect the organization and its functions and offer suggestions for improvement; persuade youth to work for positive behavior changes; ability to train, assign, supervise, instruct, and evaluate the work of youth; prepare and maintain clear and concise reports, records and summaries.

EDUCATION AND EXPERIENCE REQUIREMENTS

The above is typically acquired through a combination of education and experience. At a minimum, all qualified applicants must have an Associate's Degree in Sociology, Psychology, Social Work, Criminal Justice, or closely related field or any equivalent combination of experience and training which provides the knowledge, skills and abilities to do the job. CPR, First Aid and CPI certification is preferred or the ability to obtain certification provided by employer. Applicants must possess and submit a copy of a valid Montana Driver's License issued by the State of Montana.

****APPLICATION PACKET REQUIREMENTS**

Each applicant is required to provide the following:

- ❖ **Completed Cascade County Employment Application**
- ❖ **Detailed resume of work experience**
- ❖ **Copy of valid MT Driver's License**
- ❖ **Answer to JDC Supplemental Questionnaire**

The successful applicant shall serve a 1-year probationary period and must join the Teamsters Local #2 Union. The successful applicant shall have a criminal background check conducted. The results thereof may disqualify the applicant from consideration for employment with the county.

Notice to Applicants: Applicants who are claiming Veteran's or Handicap Preference **must** provide a DD-214 Discharge Document (Part 4) or DPHHS Handicap Certification **and** Employment Preference Form with their application for employment so Cascade County may apply the preference during the selection process.

Cascade County makes reasonable accommodations for any known disability that may interfere with the applicant's ability to compete in the recruitment and selection process or an employee's ability to perform the essential duties of the job. For Cascade County to consider such arrangements, the applicants must make known any needed accommodations.

CASCADE COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER