

# Cascade County

## Job Vacancy Announcement

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| <b>Position: Female Youth Detention Officer</b>   | <b>Closing Date: May 25, 2012</b>     |
| <b>Dept.: Juvenile Detention Center</b>   | <b>Dept. Adm.: Shanna Bulik-Chism</b> |
| <b>Type of Position: Part-time<br/>Varied shifts</b>  | <b>Salary: \$15.11 per hour</b>       |
|   | <b>Must join Teamsters Union</b>      |
| <b>Applications available at Cascade County Human Resource Department, <a href="http://www.cascadecountymt.gov">www.cascadecountymt.gov</a> or Job Service.</b> |                                       |
| <b>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.</b>          |                                       |

### Description of Position

Officers must act as a role model to youth and staff; ensure detention hearings are held in a timely manner according to state standards; understand 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. The work consists of youth intake and discharge paperwork, daily logs, report writing; completion of files; urinalysis collection, screening and documentation; juvenile drug court curfew call backs; property inventory and searches of Center and youth; 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; complete all assigned daily shift details and facilitate Center programming; organize daily activities to meet established standards and enforces Center rules; meal preparation and maintain food production records 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, when necessary, disciplines youth according to Center policies and procedures; may be required to act in the Shift Supervisor's absence; participates in security, restraint and search procedures; documents and reports on youth's daily behaviors; monitors and documents security precautions that ensure safety of youth, staff and the community; transport youth to and from court, placements, and agencies, and performs related work and other duties as required and assigned.

### JOB REQUIREMENTS

**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 Bloodborne pathogens; urinalysis collection, screening and documentation; youth behavior, adolescent development and culture; the dynamics of abuse and neglect; Unified Case Management System; cultural sensitivity and social and economic causes of youth crime and delinquency; adolescent development, 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 principals and practices.

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

**Abilities:** Effectively develop working and collaborative relationships with staff, youth, administration, placing agencies, law enforcement, advocates and other interested parties of youth; effectively pass on information to employees on different shifts; 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; 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; practice good public relations and phone etiquette; observe work hours and demonstrate punctuality; display mature judgment under stressful situations; identify problems that adversely affect the organization and its functions and offer suggestions for improvement; work long hours, variable shifts, nights, weekends and holidays; deal with conflict in an appropriate manner; resolve interpersonal conflict in a straightforward and timely manner and set priorities; 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; maintain strict confidentiality; transports youth to and from court, placements, and agencies, and performs related work as required; set priorities; be physically, mentally, and emotionally competent to care for youth.

### Education & Experience

The above knowledge, skills and abilities are typically acquired through 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 preferred **or** ability to obtain certification provided by employer. Must possess a valid Driver's License issued by the State of Montana. ***This posting is for a Female Detention Officer. This posting is to stay in compliance with the A.R.M. Code 20.9.612 staffing levels.***

**Applicants must provide a detailed resume of their work experience along with a completed Cascade County Employment Application.**

***The successful applicant must possess a valid Montana Drivers License, serve a 6 month probationary period, and may have a DPHHS and 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 should provide a DD-214 Discharge Document or DPHHS Handicap Certification with their application for employment so that 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.**