



CASCADE COUNTY

Job Vacancy Announcement

Submit all application materials to:
Cascade County Human Resources Department
325 2nd Ave N #108
Great Falls, MT 59401

Applications available at the Cascade County Human Resources Dept., www.cascadecountymt.gov or Job Service.

Position: **Juvenile Detention Officer**
Schedule: **Full-time with Benefits**
Department: **Juvenile Detention Center**

Salary: **\$17.60 per hour**
Closing Date: **Open Until Filled**
Must join Teamsters Union

Education/Experience/Training:

- Associate Degree in Psychology, Human Services, 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.

Certifications required:

- CPR, First Aid and CPI certification preferred **or** ability to obtain certification provided by employer.
- Must successfully complete Montana Corrections/Detention Officer Basic Training within one (1) year of hire. Receive POST Basic certificate for CDOB within one (1) year.
- Valid Driver's License issued by the State of Montana.

JOB SUMMARY

Detention Officers supervise youth in a variety of situations while performing related duties in a Detention setting. Officers admit youth into the Center, complete detention documentation such as youth fingerprints, files, medical records, property inventories, incident reports, youth progress notes, and daily logs. Officers must be able to work collaboratively with numerous outside agencies, work independently and as part of a team to provide the highest quality of care possible to detention residents, transport youth to placements, court, and other specified places, perform a variety of searches including searches of people, buildings, cells and vehicles, handle youth with behavior problems and respond to potentially dangerous situations, meal preparation and other housekeeping duties. 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. 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.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES

Youth intake and discharge paperwork, daily logs, report writing, completion of files, completes suicide and cell checks on time and according to the youth's observation status, urinalysis collection, screening and documentation, youth fingerprinting, completes property inventories 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, prepares meals, and adheres to the menu plan, reports any progress and deficits to the Shift Supervisor, must be able to physically restrain uncontrollable youth using both passive and mechanical restraints, ensures 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, applies GPS units, monitors youth for compliance, input schedules and zones, completes updates of Pick Up Orders, GPS 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, must be physically, mentally, and emotionally competent to care for youth, familiarity with Cascade County Operations Manual (CCOM), performs other duties as required and assigned.

Knowledge and understanding of: Principles and practices of the Montana Youth Court Act, Administrative Rules of Montana, Montana Code Annotated (M.C.A.), Youth Court procedures, youth counseling, standard operating procedures in detention, Center philosophy, mission, policies and procedures, Non-Violent Crisis Intervention and Safety and Security Principles of Detention, suicide prevention, CPR/First Aid, Communicable Disease and Blood Borne Pathogens, youth behavior, adolescent development and culture, and 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 and chain of command, use of force, supervisory practices.

Skills in: Intake interviewing and court procedures, counseling, interpersonal and leadership skills, 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, respectful 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.

The successful applicant shall serve a 1-year probationary period, join the Teamsters Union and will 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