



# CASCADE COUNTY

## Job Vacancy Announcement

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

Applications available at the Cascade County Human Resources Dept., [www.cascadecountymt.gov](http://www.cascadecountymt.gov) or Job Service.

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

Salary: **\$19.75 - \$21.34 per hour DOE**  
Closing Date: **Open Until Filled**  
Department Administrator: **Shanna Bulik-Chism**

**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.

**Required 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 (Officers) supervise youth in a variety of situations while performing related duties in the Juvenile Detention Center (Center). Officers admit youth into the Center, complete detention documentation such as youth files, medical records, fingerprinting, property inventories, incident reports, youth progress notes and daily shift 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. 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. Officers must be able to successfully complete 120 hours of orientation training and practical exam before undertaking assignments. Officer must successfully complete the Policy and Procedure Exam within 60 days of hire and must attend annual CPR/First Aid and Non-Violent Crisis Intervention (CPI) in addition to the mandatory 20 hours of annual training. Officers may be required to act in the Shift Supervisor's absence. Officers will perform housekeeping duties, prepare meals in adherence to menu plan and perform other duties as required or assigned.

### ESSENTIAL JOB DUTIES AND RESPONSIBILITIES

Youth intake and discharge paperwork, shift logs, incident reports, fingerprinting, Urinalysis (UA) collection, pat downs and strip searches, screenings for suicide, PREA and medical issues, report writing, and completion of files; Complete suicide and cell checks on time and according to the youth's observation status; Assist with Juvenile Drug Court call-ins of UA schedule, UA collection, Breath Analysis (BA) testing, screening, and documentation of drug court youth; 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; Complete all assigned daily shift details and facilitate Center programming; Organize daily activities to meet established standards and enforces Center rules; Meal preparation and adherence to menu plan; Report any progress and deficits to the Shift Supervisor; Must be able to physically restrain uncontrollable youth using both passive and mechanical restraints; Ensure paperwork is accurate, complete and filed accordingly; Document information gathered through observations and reports; Provide guidance to youth on appropriate social behaviors, anger management and conflict resolution; Notify the appropriate staff to report problems or unusual conditions and when necessary, discipline youth according to Center policies and procedures; Participate in security, restraint and search procedures; Document and report on youth's daily behaviors and ensure progress notes are complete for each youth on shift; Complete updates of Pick Up Orders, Certificate to Detain Orders, Quash Orders and fax updates to dispatch at the Great Falls Police Department; Assist with the GPS program, set up and removal of electronic monitoring equipment as ordered by the court or Probation Officer, set up windows for youth at Probation Officer request, put out Certificate to Detain Orders on those youth that violate the conditions of their court order, periodic home visits of youth on electronic monitoring and objectively measure and report

progress to administration and Youth Court; Monitor and document security precautions that ensure safety of youth, staff and the community; Maintain strict confidentiality; Transport youth to and from court, placement and agencies; Resolve interpersonal conflict in a straightforward and timely manner and set priorities; Collect public fingerprints for background checks and ensure till count is accurate; Familiar with the Cascade County Operations Manual (CCOM); Perform other duties as required or 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 intervention and prevention; CPR/First Aid, Communicable Disease and Blood Borne Pathogens; Youth behavior, adolescent development, culture and the Dynamics of Abuse and Neglect; Youth booking system (Zuercher) and fingerprinting system (LiveScan) The five rights of medication dispersing, set up, tracking, ordering and documentation in Quikmar; Health Insurance Portability and Accountability Act (HIPAA) privacy and security rules at the federal, state and local level. Cultural sensitivity and social and economic causes of youth crime and delinquency; Adolescent development, sexual orientation/gender, chemical dependency and grief-loss cycle issues; UA and BA collection, screening and documentation; 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; Working with youth in a culturally sensitive, non-judgmental, respectful and professional manner; 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; proficiently operate a computer to complete required job duties; 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 professionally and effectively with others, both orally and in writing; work independently and as a team member; interact with the public or other employees in a professional, respectful and courteous manner and practice good public relations and phone etiquette; display sound judgment and decision-making skills within established policies and procedures and under stressful situations; maintain appropriate interaction with youth offenders using professional boundaries and sound judgement; 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 positive suggestions for improvement; persuade youth to work for positive behavior changes; 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 and will have a criminal background check conducted. The results thereof may disqualify the applicant from consideration for employment with the County.

This position is covered and subject to the Collective Bargaining Agreement by and between Cascade County and Teamsters Union.

***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**