JUVENILE DETENTION SPECIALIST I

DEFINITION

Under direction, is responsible for the direct observation, supervision, guidance and general custodial care of juveniles in residence in a secure detention facility; and performs related work as required.

EXPERIENCE AND TRAINING REQUIREMENTS

A bachelor’s degree from an accredited college or university in behavioral sciences, criminal justice, human services, social work or closely related field; OR 1,000 hours of on-call services as a Juvenile Detention Specialist (On Call); OR an equivalent combination of related education and qualifying experience in a detention facility, related justice program, residential treatment program or in a law enforcement field.

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.

DISTINGUISHING CHARACTERISTICS

This is the entry level in the Juvenile Detention Specialist classification series requiring a minimum level of previous experience in working with juveniles. Incumbents work under close supervision, perform basic assignments and receive continuous training. Incumbents are expected to advance to the Juvenile Detention Specialist II class after successful completion of two years of supervised work and achieving proficiency that meets the requirements for Juvenile Detention Specialist II, and upon recommendation of the appointing authority.

SUPERVISION EXERCISED

Exercises no supervision.

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.

Assist and instruct residents with daily living skills, including personal hygiene and maintenance of living areas.

Record observations of youth and report relevant information to appropriate staff.

Actively participate in program planning, development and teaching of special interest programs.
Complete paperwork on shift including documentation in logbook, incident reports, probable cause reports, intakes and all other forms as needed. This could also include police reports and referrals to Social Service agencies.

Maintain OSHA and MSDS standards.

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

Transport juveniles to and from the facility as needed.

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

**JOB RELATED AND ESSENTIAL QUALIFICATIONS**

**Full Performance** *(These may be acquired on the job and are needed to perform the work assigned.)*

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

Laws, rules and regulations related to area of assignment.

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

Knowledge of counseling skills and accepted practices for the guidance and rehabilitation of juveniles.

Principles and practices of supervision.

Computer software specific to the department.

**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.

**Entry Level** *(Applicants will be screened for possession of these through written, oral, performance, or other evaluation methods.)*

**Knowledge of:**
Principles of individual and group behavior.

Child and adolescent development.

**Ability to:**
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.

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 a background investigation and drug test. 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 at own expense upon offer of employment.

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