

JUVENILE DETENTION ATTENDANT II

PURPOSE AND NATURE OF WORK

Position is responsible for supervising and monitoring detainees of the Juvenile Detention Home. Work is performed independently under the general supervision of a Juvenile Detention Shift Supervisor or the JDH Program Coordinator.

ILLUSTRATIVE EXAMPLES OF WORK (Note: These examples are intended only to illustrate the various types of work performed by incumbents in this class. All of the duties performed by any one incumbent may not be listed, nor does any incumbent necessarily perform all of these duties.)

Supervises detained juveniles during recreational activities and meals, and in the classroom. Completes admission and release forms, observation reports, incident reports and other necessary documents. Makes sure all detainees are safe and accounted for. Prepares juveniles for court appearances, which involves bringing them their clothes and locating necessary paperwork. Transports juveniles to doctors' appointments. Dispenses medication. Physically restrains juveniles when necessary.

Continuously monitors detained juveniles via closed-circuit television system and audio board to make sure detainees are safe, secure and where they should be. Signals emergency call if staff are needed in detention wings because of fights, suicide attempts, escapes, etc. Responsible for allowing employee, law enforcement and visitor access to facility via electronic doors and gates. Accounts for detainee's personal belongings and signs items in and out.

Performs related work as required.

NECESSARY KNOWLEDGES, ABILITIES, AND SKILLS

- Knowledge of standard custodial practices.
- Knowledge of hazards and safety precautions applicable to the work.
- Ability to understand and follow oral or written instructions.
- Ability to establish and maintain effective working relationships with other employees.
- Ability to communicate effectively with detained juveniles.
- Ability to dispense medication properly.

DESIRABLE TRAINING AND EXPERIENCE

High school graduation or equivalent and experience working with and supervising detained juveniles; or any equivalent combination of training and experience.

APPRENTICESHIP

Positions in this class may be assigned to an apprenticeship as defined by Civil Service Rule IV, Section 6. This requires the employee to complete initial and ongoing training requirements for direct care workers as established by the Department of Children and Family Services within one (1) year for continued employment.