

LINN COUNTY CLASSIFICATION

TITLE: DETENTION WORKER I
NUMBER: 610
PAY RANGE: 09
CATEGORY: JDA

**APPROVAL ORDER
NUMBER: 2008-234
DATE: June 18, 2008**

GENERAL STATEMENT OF DUTIES/JOB OBJECTIVES: In the Detention Worker series, this is the entry level classification. The position monitors juvenile offenders in the daily activities of a detention facility.

SUPERVISION RECEIVED: A Detention Worker I works under the direct supervision of an administrative supervisor who assigns work; establishes goals and reviews work for conformance to established standards.

SUPERVISION EXERCISED: Supervision of other employees is not a responsibility of this position; however, experienced employees may be asked to assist with the training and review of work for accuracy and completeness of new employees.

ESSENTIAL FUNCTIONS: A person employed in this classification must possess the capability to perform the following duties to be considered for and remain in this position. The duties are essential functions requiring the critical skills and expertise needed to meet job objectives. Additional specific details of these essential functions may be provided by the specific office or department job announcement, if applicable.

1. Supervise juveniles and participate in the daily work, recreational and educational activities including but not limited to the following: educational instruction; ensuring facility and community safety; observing, enforcing and directing juveniles on rules and regulations and insuring provision of daily living needs (food, hygiene and shelter); participate in group activities with the juveniles; provide extra supervision for juveniles with special needs; all within a positive skill orientated environment.
2. Perform intake duties to include all necessary paperwork, perform Juvenile Justice Information System (JJIS) entries, interview juveniles; use good assessment skills when admitting or releasing a juvenile from the facility; prepare the correct intake paperwork; perform admittance, release and juvenile evaluations (written forms).
3. Maintain security of the facility; conduct security checks and searches; perform outside transports; and monitor visitors, support personnel and volunteers while in the facility.
4. Respond to emergency situations and interact to diffuse aggressive situations; handle difficult and specialized discipline problems by using corrections techniques and established disciplinary controls.
5. Assist and supervise juveniles cleaning the facility.
6. Work a variety of hours; may work different shifts within a 24 hour facility; may work on a 24-hour call as needed; transport juveniles as needed.

7. Demonstrate a positive role model to other staff and students by treating all human beings with respect; maintain punctual and regular attendance; establish and maintain positive working relationships with customers, co-workers and other agencies; comply with department and county policies, procedures and regulations; maintain a neat personal appearance; exhibit a positive attitude and courteous example for juveniles, fellow staff, visitors and the general public; and by being a law abiding citizen.
8. Develop and maintain effective, harmonious and reasonable work relationships with others.
9. Maintain regular and predictable work attendance.

OTHER FUNCTIONS: This classification covers the most significant essential functions performed by an employee in this position, but it does not include other occasional work, which may be similar to, related to, or a logical assignment of this position.

RECRUITING REQUIREMENTS: (Additional specific details may be provided by the specific office or department job announcement, if applicable).

KNOWLEDGE, SKILLS AND ABILITIES: Knowledge of juvenile behavior and corrections techniques used in working with juvenile offenders; knowledge of juvenile laws in the State of Oregon; ability to implement techniques with juvenile offenders in group settings; ability to develop effective working relationships with staff employees in the juvenile department, other social service and law enforcement agencies; ability to use sound, practical and fair judgement in assessment and decision making; ability to drive a motor vehicle.

EXPERIENCE, EDUCATION AND TRAINING: Must have high school diploma; any satisfactory equivalent combination of experience, education and training which demonstrates the ability to perform the work described will be considered.

NECESSARY SPECIAL REQUIREMENTS: Must possess or obtain within 30 days of hire, a valid Class C Oregon Driver License and an acceptable driving record. (This requirement may be modified under exceptional circumstances.)

PHYSICAL DEMANDS AND WORK ENVIRONMENT: Work is generally performed indoors in a detention facility environment and is essentially sedentary in nature. The work requirements include the ability to see, talk and hear; sit and stand; walk; use hands to finger, handle or operate objects, tools or controls; reach with hands and arms and lift or move thirty (30) pounds. Some work assignments directly involve the safety and security of the detention facility and may require physically restraining angry and hostile juveniles.