



JOB DESCRIPTION

COUNTY OF GALVESTON

JOB TITLE: Juvenile Detention Officer

POSITION: 2561180032

EMPLOYEE:

DEPARTMENT: Juvenile Justice

SUPERVISOR: Deputy Director - Detention

TITLE: David Terrell

EMPLOYMENT STATUS: REGULAR TEMPORARY FULL-TIME PART-TIME INTERN

HOURS WORKED: 40 PER WEEK EXEMPT NON-EXEMPT

DATE: March , 2010

Emergency Operations

Classification: Tier 1

Bi-Weekly: \$ 1,156.38

OVERALL PURPOSE AND OBJECTIVE

Employee functions under minimal supervision. Maintains safety for everyone and ensures continuous security. Follows the established guidelines and procedures in regular daily tasks. Must be mature, patient, and show evidence of personal qualities of character and be able to use good judgment. Unusual problems or deviations from policy are referred to supervisor on duty and/ or Deputy Director, and/ or the Director.

MAJOR RESPONSIBILITIES

1. Care, custody, and control of juveniles assigned to Juvenile Justice Department programs including guidance, crisis intervention and re-direction of juveniles in connection with their conduct, attitudes, and relationships;
2. Must be able to lead and interact through participation in therapeutic, physical, athletic, and recreational activities with juveniles;
3. Prepare detailed reports (incident, observation, etc...) as required and submit to supervisors on a daily basis;
4. Guide delinquent participants to effectively channel behavior in a more positive manner using approved therapeutic approach, education, self discipline, responsibility, and respect for authority, oneself, and the community, on a daily basis;
5. Conduct physical fitness and teach juveniles close order drills, on a daily basis or as required;
6. Provide disciplinary support to school personnel in the event disruptive behavior is exhibited by a juvenile, on a daily basis;
7. Ensure compliance with program rules, expectations, policies and procedures, etc..., on a daily basis;
8. Admit, process, and conduct orientation with newly admitted juveniles to their assigned program; advising juveniles as to the rules and as to the observance of discipline requirements, on a daily basis;
9. Attendance of Staff Meetings required.
10. Able to react to change productively and handle other essential tasks as assigned.

MINIMUM QUALIFICATIONS

To meet employment eligibility requirements for appointment as a Juvenile Detention Officer, a person must **(1)** be twenty-one years of age or older **(2)** be of good moral character (e.g., no disqualifying criminal history pursuant to TAC 349.7 (a)(B-D) and 343.15(c); **(3)** have obtained a high school diploma or general equivalency diploma (GED); **(4)** have a valid Texas drivers license; and **(5)** have a good driving record.

Preference may be given to applicants who: have acquired a Bachelor's Degree conferred by a college or university accredited by accrediting organization recognized by the coordinating board, Texas College and University System in criminology, corrections, social work, psychology, sociology, or other related field of study; have one or more year(s) of experience in full-time casework, corrections, or juvenile agency that deals with offenders, disadvantaged persons, emotionally disturbed and/or violent children; have served honorably in the U.S. military.

Certification / Recertification: To be eligible for certification the applicant must meet eligibility requirements for appointment as a Juvenile

