

<b>WORKING TITLE:</b> JUVENILE CORRECTIONS TECHNICIAN	<b>CLASSIFICATION:</b> JUVENILE CORRECTIONS TECHNICIAN
<b>DEPARTMENT:</b> COMMUNITY JUSTICE	<b>DIVISION:</b> JUVENILE CORRECTIONS DIVISION
<b>PAY RANGE:</b> JDWA 16	<b>FLSA CATEGORY:</b> NON-EXEMPT
<b>PHYSICAL REQUIRMENTS:</b> ATTACHED	<b>WORKERS COMP CODE:</b> 7720
<b>PPE:</b> PER WORK LOCATION	<b>REVISION DATE:</b> JANUARY 2025

### **JOB DESCRIPTION**

**GENERAL STATEMENT OF DUTIES:**

This is an entry-level position in the Juvenile Corrections Division to monitor and care for youth offenders in the daily activities of the Corrections Division; performs related work as required.

**SUPERVISION RECEIVED:**

Works under the direct supervision of the division manager or designee who assigns work, establishes goals and reviews work for conformance to established standards and statutes.

**SUPERVISION EXERCISED:**

Supervision of other employees is not a responsibility of positions in this classification, however, oversees and directs the functional and technical duties of lower-level employees.

**DUTIES AND RESPONSIBILITIES INCLUDE ESSENTIAL FUNCTIONS OF POSITIONS ASSIGNED TO THIS CLASSIFICATION. DEPENDING ON ASSIGNMENT, THE EMPLOYEE MAY PERFORM A COMBINATION OF SOME OR ALL OF THE FOLLOWING DUTIES:**

- Attends to daily needs of in-custody youths.
- Writes daily behavior reports.
- Performs the intake process; assesses whether youth needs medical treatment; conducts searches; secures youth's personal effects, currency, and contraband and issues receipt; prepares paperwork as necessary.
- Responds to emergency situations and interacts to diffuse aggressive situations.
- Handles difficult and specialized discipline problems by using standard techniques and established disciplinary controls.
- Works a variety of hours; work assignments may include different shifts in a 24-hour facility or the community service program.
- Supervises and transports youths to the hospital, pickup points, job sites, or other locations as needed.
- Interviews youths to determine level of risk to self and others.
- Instructs youths on proper use of tools or equipment.
- Reports all maintenance issues and faulty equipment.
- Maintains the security of the facility or work site.
- Conducts inspections and security checks.
- Performs other related duties as directed.

**JOB SPECIFICATION****KNOWLEDGE OF:**

- Youth behaviors.
- Supervision in a correctional setting.
- De-escalation techniques.

**SKILL IN:**

- Coaching and mentoring youth.
- Developing and maintaining professional relationships.
- Non-physical intervention.
- Defensive tactics.
- Report writing.
- Effective communication, both orally and in writing.

**ABILITY TO:**

- Interact effectively and professionally in stressful situations.
- Maintain accurate and complete records.
- Establish and maintain effective relationships with fellow employees, court personnel, and law enforcement personnel.
- Work out of doors in all weather conditions.
- Operate in the Microsoft Windows environment inclusive of using Excel, database management and record keeping programs.
- Attend work as scheduled and/or required.

**MINIMUM EXPERIENCE AND TRAINING:**

College course work related to juvenile justice or behavioral sciences, or two (2) years' experience working with youths, preferably in a detention setting, group home, or coaching ages 12-18, or any satisfactory equivalent combination of education, training and/or experience relevant to the position.

**OTHER REQUIREMENTS:**

A valid Oregon driver's license or the ability to obtain one within 30 days of hire and CPR/First Aid Certification or the ability to obtain within 30 days of hire.

Yamhill County Juvenile Corrections Division will conduct initial and on-going criminal background checks on division employees. All applicants are subject to additional pre-employment check(s) such as fingerprinting records check, pre-employment drug screening and/or education verification. Any felony conviction may be disqualifying.

Yamhill County Juvenile Corrections Division is responsible for complying with the Federal Prison Rape Elimination Act (PREA 42 U.S.C. 1997). PREA prohibits the Yamhill County Juvenile Corrections Division from hiring, promoting, or contracting with anyone (that will have direct contact with residents) who has engaged in, been convicted of, or been civilly or administratively adjudicated for engaging in sexual abuse in confinement settings.

**WORK ENVIRONMENT/PHYSICAL DEMANDS SUMMARY:**

The employee typically works in a correctional environment, responsible to maintain order and supervise the conduct of detained youth. Must be able to comprehend and interpret laws, rules, regulations, and directives. Must be able to use a computer, telephone and other office equipment as needed to perform duties. The employee will encounter frequent interruptions throughout the workday.

The employee is regularly required to walk, sit or stand 100% of the time, talk, or hear 100% of the time, use repetitive hand motion, handle or feel, and to reach and bend 100% of the time. May be required to lift or drag up to 50 pounds regularly and 100 pounds occasionally. May be required to assist during physical interventions and the ability to defend oneself.

Contact with the public in office and work site environments may risk exposure to irrational and/or hostile behavior, contagious diseases, or contact with wildlife.

*The physical demands are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

*This job description in no way states or implies that these are the only duties to be performed by an employee occupying this position. Employees may be required to perform other related duties as assigned, to ensure workload coverage. Employees are required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor. This job description does NOT constitute an employment agreement between the employer and employee and is subject to change by the employer as the organizational needs and requirements of the job change.*

*The job specification requirements stated are representative of minimum levels of knowledge, skills, and abilities to perform this job successfully. Any satisfactory equivalent combination of experience and training which ensures the ability to perform the work may substitute for the above so that the employee will possess the abilities or aptitudes to perform each duty proficiently.*