

**INGHAM COUNTY  
JOB DESCRIPTION**

**JUVENILE DETENTION SPECIALIST**

**General Summary :**

Under the supervision of the Youth Center Director, provides for the safety, security, and well-being for residents, visitors, and staff within the detention facility. Supervises, guides, and counsels residents through daily activities within the framework of the residential and educational programs.

**Essential Functions :**

1. Closely supervises residents of the Youth Center to ensure that adequate security measures are met including making security checks, taking resident counts, doing room checks, and monitoring security cameras.
2. Monitors residents for changes in behavior that may indicate potential crises situations in accordance with facility guidelines and alerts other staff as appropriate.
3. Intervenes when necessary in crisis situations in accordance with policy and procedure guidelines for physical and mechanical restraints, room confinements, or other appropriate action. Submits information to Shift Supervisor/Director on the more serious disciplinary actions.
4. Operates and monitors electronic security and communication equipment including control panel, intercom, computers, visual monitors, electronic doors, room sound detectors, alarms, and security fence. Monitors weather alert system. Provides back-up on the general telephone lines to the Youth Center.
5. May organize and direct participation in group recreational activities such as games, arts and crafts, gym events, outdoor activities and other activities. May develop and teach programs in weight lifting, music, and other recreation and program activities.
6. Documents resident behaviors and actions daily, using observation notes, incident reports, shift change notes, daily log, resident files, and related documentation.
7. Maintains and organizes Youth Center resident files to keep current. Checks to ensure that each file contains proper legal and medical/insurance information. Helps ensure compliance with the State Administrative Rules regarding such files. Collects and assembles data and information from various agencies, court staff, and other sources.
8. Assists teachers by serving as an aide in the classroom and dealing with disciplinary matters as necessary. Assists residents with their homework.

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9. Arranges for church services and guest speakers from various agencies, monitors residents, and deals with disciplinary matters as necessary.
10. Instructs and supervises the residents in the performance of daily housekeeping chores and cleaning duties. Performs laundry duties and various other housekeeping duties in the absence of the custodian.
11. Performs room checks as required when residents are secured in rooms, searches for prohibited items on residents, in rooms, and throughout the facility, and performs regular counts of potentially dangerous items. Performs ongoing safety checks to make sure juvenile is not harming himself/herself while in individual rooms and documents same.
12. Assesses medical emergencies, administers first aid, dispenses authorized medications, complies with nutritional requirements and treatments as ordered by medical staff, sets-up after hour emergency medical care, assists medical staff with physicals when necessary, and adheres to universal precautions.
13. Acts as a positive role model and provides informal one-on-one counseling to assist residents in decision-making. Discusses various matters of concern with youths and serves as an empathetic listener on topics such as family problems, court hearings, homework and general interpersonal relationships. Refers residents to Youth Center Psychologist for consultation when appropriate.
14. Performs and assists with intakes of residents to gather information, search residents for contraband, and assess resident's potential for suicide and health concerns, and provides orientation on Youth Center policies and procedures.
15. Escorts and monitors residents and visitors during visitation. Also escorts residents to and from hearings.
16. Monitors, assists and offers instructions to community volunteers. Assists in training new staff and substitute employees, and provides input to the training of cooks, custodian, and teachers, particularly in the area of safety and security.
17. Ensures good health and hygiene practices are followed by residents.
18. Distributes and supervises meals. May prepare, serve, and organize meals in the absence of the Cook.
19. Provides after-hour, weekend, and holiday contact for the Family Division of Circuit Court.

**Other Functions :**

20. None listed.

*The above statements are intended to describe the general nature and level of work being performed by people assigned this classification. They are not to be construed as an exhaustive list of all job duties performed by personnel so classified.*

**Employment Qualifications :**

**Education:** Equivalent of two years of college level coursework in child development or closely related field. Prefer a Bachelor's Degree in a child development related field.

**Experience:** Prefer six months of experience working with delinquent or emotionally troubled youths and/or families, which may have been in an intern or volunteer capacity.

**Other Requirements:**

*The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.*

**Physical Requirements** [This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the following requirements. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements]:

Ability to move desks, beds and other furniture to conduct security checks.

Ability to step up on elevated surfaces, such as beds or stools, to conduct room searches.

Reaching, bending, and stooping to perform security checks, housekeeping and other tasks.

Extended periods of walking throughout facility.

Ability to physically restrain youths, including the ability to pull weights of 75 lbs. to 200 lbs when restraining adolescents.

Hearing ability to use auditory monitoring system.

Lifting and carrying containers for meals, laundry bags and other items weighing up to 35 lbs.

Visual acuity sufficient to monitor control cameras and security panel, distinguish colors on the control panel, and provide other forms of resident supervision.

**Working Conditions:**

Exposure to physical assault by youths.

Exposure to youths with various states of cleanliness and hygiene.

Exposure to various bodily fluids.

Exposure to communicable diseases of youths.

