

Job Description: Juvenile Supervision Officer Team Leader

Class No. 2035

EEOC Category: Protective Services

Pay Group: 12

FLSA Status: Non-exempt

SUMMARY OF POSITION

The JSO Team Leader directs and empowers JSO staff in the protection of youth being detained in the Guadalupe County Juvenile Detention Center residential facility.

ORGANIZATIONAL RELATIONSHIPS

This position reports to the Deputy Chief of Residential Services.

EXAMPLES OF WORK

- Maintains a high level of juvenile justice knowledge, and enforces all detention policies and regulations.
- Maintains required qualifications of a JSO as listed in the Texas Administrative Code, Chapter 343, and advises Facility Administrator immediately of any status changes.
- Maintains safety and security at all times and participates as a Safety Team member.
- Designee of the facility in the absence of the Detention Manager and Facility Administrator.
- Admits youth to the facility and makes appropriate room assignments based on proper authority and in accordance with current standards.
- Conducts JCMS intakes and releases while properly completing, maintaining, and filing all forms and logs required by policies and regulations.
- Directs JSO staff for proper performance, delegates tasks, coaches, and conducts evaluations.
- Acts as a mentor for youth residents, and role models positive adult behavior.
- Assists with medication and sick calls under the guidance of the Medical Service Coordinator.
- Assists with the coordination of transports.
- Assigned to control and inventory food supplies and hazardous materials while managing the programming for residents and oversight of the cleanliness of facility not maintained by residents.
- Assist Facility Management with administrative functions to include audits.
- Maintains proficiency and certification through regular attendance at training sessions, workshops, and professional meetings and assists with in-house trainings.
- Maintains professional attitude, dress, and demeanor at all times.
- Contributes to the development of staff unity through professional courtesy, consideration, and communication with colleagues at all times.
- Performs other related tasks as directed by Facility Management.

***for the purpose of compliance with the Americans with Disabilities Act (ADA)
This job description does not take into account potential reasonable accommodations.**

OTHER REQUIREMENTS

Graduation from High School or a General Education Development (GED) certificate is required. Regular attendance is essential. Must arrive at work on time, prepared to perform assigned duties and work assigned schedule. Employee must have the ability to work well with others. Employee must be able to perform the essential functions of the position without posing a direct threat to the health and safety of themselves and others. Applicants should possess a high tolerance for working in an emotionally demanding/stressful work environment. Requested accommodations to work hours and schedules are considered on an individual basis.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

While performing the duties of this position, the employee is required to walk, sit, stand, bend and stoop. May be required to lift, carry or push/pull supplies, materials, equipment and/or items weighing up to 20 pounds. Work is conducted inside a secured facility environment with occasional exposure to hostile or violent people, bodily injury, contagious diseases, high noise areas, and unfavorable fumes and odors.

This position has been identified with possible risk of exposure to blood-borne pathogens and/or other various hazards that require immunization against such exposure.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Ability to work with youth in an empathetic and understanding manner.
- Ability to foster the cooperation of youth in a custodial setting.
- Ability to communicate effectively with youth, their families, and staff.
- Ability to remain alert, observant, and physically able to respond appropriately to work situations or emergencies including, but not limited to, physical restraint of youth.
- Ability to intervene and correct behavior and facilitate group discussions and activities.
- Ability to learn verbal and physical crisis intervention/de-escalation techniques and emergency treatment procedures.
- Ability to accept and adapt to changes in assignments, methods, environments, and policies.
- Knowledge of individual and group behavior.
- Knowledge of child development and the role of the family.
- Ability to transport youth and travel as necessary.
- Ability to work a variety of shifts, weekends and holidays when required

ACCEPTABLE EXPERIENCE AND TRAINING AND REQUIREMENTS

A minimum of two years' experience as a Juvenile Supervision Officer with a Juvenile Justice agency or equivalent experience is preferred.

Handle with Care, Trauma Informed Care, CPR-First Aid, and Facility Suicide Prevention are training requirements.

Supervisory experience is preferred.

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CERTIFICATES AND LICENSES REQUIRED

- Juvenile Supervision Officer Certification
- Valid state driver's license

NOTICE:

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor.

All requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.

Regular attendance is required in this job.

All employment with Guadalupe County shall be considered "at will" employment. No contract of employment shall exist between any individual and Guadalupe County for any duration, either specified or unspecified.

I have reviewed this job description and find it to be an accurate description of the demands of the job.

Signature of Employee

Date

This signed original will be placed in employee's Personnel File.

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