

NORTHERN OREGON REGIONAL CORRECTIONAL FACILITY

201 Webber Street
The Dalles, OR

DETENTION OFFICER

Job description

Salary: \$43,757-\$60,140

FLSA :Union

POSITION TITLE

Detention Officer

REPORTING TO

Shift Supervisor, Detention Manager

POSITION SUMMARY

This position is a direct care position located in the juvenile detention facility. This position is responsible for the intake, care and custody of youth; as the detention facility operates seven days per week/24 hours per day.

DUTIES & RESPONSIBILITIES

A person employed in this position must possess the capability to perform the following duties. 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 if applicable.

- Perform intake duties to include searches on youth (on adults as necessary), interview juvenile; use good assessment skills when admitting or releasing a juvenile from the facility; prepare the correct paperwork; perform admittance, release, juvenile evaluations (written forms), distribute meals and supervise showers; participate in group activities; provide extra supervision for youth with special needs; employees will be required to administer prescribed medications and apply other medical treatments, as needed, under the supervision of the facility's nursing staff.
- Maintain a clean facility and instruct youth on proper cleaning methods; complete minor maintenance when needed; report maintenance issues.
- Visually and/or audibly supervise all youth.
- Respond to emergency situations and interact to diffuse aggressive situations; handle difficult and specialized discipline problems by using correction techniques and established disciplinary controls.
- Maintain current CPR/First Aid Certification; participate in required training;
- Be available to work a variety of hours and on weekends;
- Answer multiple telephone lines; perform clerical duties as necessary; attend required meetings.
- Demonstrate a positive role model to other staff and youth 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 NORCOR policies, procedures and regulations;
- Exercise good judgment and an adequate degree of control in supervision to maintain a safe and secure facility.
- Ensure open and thorough communication with team members through meetings, log entries and direct shift communication. Accurate factual documentation of movements and events within the detention facility.
- Data entry into the Juvenile Justice Information System (JJIS) that is complete and accurate.
- Perform transports for youth to appointments, court hearings, and other events outside of the facility.
- Actively participate within the juvenile detention facility staff team to engage in strategic planning, innovations to improve programs and services for youth, and remain up to date on best practices for juvenile detention.
- Maintain confidentiality of records for youth.
- Other duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of youth behavior and current best practices in juvenile justice, knowledge of juvenile law in the State of Oregon, knowledge of security procedures and first aid, crisis intervention, correction techniques designed to assist youth in assessing and developing self-esteem and good behavior patterns, ability to implement techniques with youth in a group setting and on an individual basis, ability to communicate effectively in both oral and written form, ability to work with individuals from a variety of socio-economic backgrounds, ability to develop effective working relationships with staff and youth, ability to use sound, practical and fair judgment in assessment and decision-making.

Must possess or obtain within 30 days of hire, a valid Driver's License authorized by the State of Oregon and an acceptable driving record. (This requirement may be modified under exceptional circumstances.)

Bilingual English/Spanish is desirable.

NOTE: Class A Misdemeanor or Felony convictions may be a disqualifying event.

EDUCATION &/or EXPERIENCE PREFERRED

Graduation from an accredited four-year college with major course work in corrections, youth development or a related field is preferred. One year post graduation experience working with youth or in a social services field is preferred.

Experience working directly in a supervision role with youth or in a residential (group home) setting could be considered as a satisfactory equivalent for the combination of education and experience.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully, perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. The facility operates 24 hours a day, seven days a week and this position will be required to work a variety of shifts, mandated overtime, and weekends and holidays.

Work is generally performed indoors in a detention environment and is essentially sedentary in nature. The work requirements include the ability to see, talk and hear, sit and stand, walk, use hand to finger, handle or operate objects, tools or controls; reach with hands and arms and lift or move (50) fifty pounds. Some work assignments directly involve the safety and security of the facility and may require split second decision making.

WORK ENVIRONMENT

Detention facilities are unique by nature. Communications may be by electronic means, requiring visual and audio queues and codes. The noise level in the work place is usually moderate but is unpredictable, and can escalate to a loud level of abusive verbal sounds and terminology. There may also be occasional occurrences of speaker systems, percussion and abrasive sounds, alarms and recreational sounds.

The level of security is usually secured, but there could be situations where the safety of the employee is compromised, or the emergence of an occasional hostage or threatening situation by residents. There may also be occasional presence of contagious organisms, bacteria, virus, infectious disorders and BloodBorne pathogens and parasitic organisms. To maintain the level of security there will be some work

assignments that directly involve the physically restraining of angry and aggressive youth. This position also will expose the individual to threats and abusive language toward family, self and co-workers.

ADDITIONAL INFORMATION

SUPERVISION RECEIVED: A Detention Officer works under the direct supervision of a Shift Supervisor 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 this position.

This classification description is not intended to be an exhaustive list of duties, knowledge, skills, abilities, or requirements, as any one position in this classification may be assigned some or all of these duties, in addition to other duties not explicitly listed here. The various duties, responsibilities and/or assignments of this position may be unevenly balanced and change from time to time based upon matters such as, but not limited to, variations in the shift, work demands, seasons, service levels and management's decisions on how to best allocate department resources. Any shift, emphasis or rebalancing of these assigned duties, responsibilities and/or assignments does not constitute a change in the job classification.