

Job Description: Part Time Juvenile Supervision Officer

EEOC Category: Protective Services

FLSA Status: Non-exempt

SUMMARY OF POSTION

The Juvenile Supervision Officer supervises, controls, and protects youth being detained in the Guadalupe County Juvenile Detention Center.

ORGANIZATIONAL RELATIONSHIPS

This position reports to the JSO Team Leader or designated Assistant Team Leader. Frequent contact with the juveniles, Juvenile Probation Officers, law enforcement, school district staff, medical personnel, parents and general public.

JOB DESCRIPTION

- Maintains a high level of knowledge within juvenile justice, and enforces all detention policies and procedures;
- Admits youth to the facility based on proper authority and in accordance with current standards.
- Maintains safety and security at all times;
- 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.
- Ensures proper behavior of detainees during all activities;
- Acts as a mentor for youth residents, and role models positive adult behavior;
- Ensures youth receive adequate meals and maintain proper personal hygiene;
- Ensures youth receive medication and medical treatment as necessary;
- Ensures youth maintain cleanliness of the facility, including the education rooms and outside recreation area within the shift relative to the date of occurrence;
- Properly complete, maintain, and file all forms and logs required by current policies and regulations;
- Maintains proficiency and certification through regular attendance at training sessions, workshops, and professional meetings;
- Maintains professional attitude, dress, and demeanor at all times;
- Regular attendance is essential. Must arrive at work on time, prepared to perform assigned duties and work assigned schedule. Requested accommodations to work hours and schedules are considered on an individual basis;
- Possess a high tolerance for working in an emotionally demanding and stressful work environment. Work is conducted inside a secured facility environment with occasional

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exposure to hostile or violent juveniles, bodily injury, contagious diseases, high noise areas, and unfavorable fumes and odors;

- 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;
- Maintains required qualifications listed in Texas Administrative Code, Chapter 343, and advise Facility Administrator immediately of any status changes;
- Contributes to the development of staff unity through proper courtesy, consideration, and communication with colleagues at all times;
- Properly performs other related tasks as directed by the Team Leader or Assistant Team Leader.

ACCEPTABLE EXPERIENCE AND TRAINING AND REQUIREMENTS

Graduation from High School or a General Education Development (GED) certificate is required. A minimum of one year of experience as a Juvenile Supervision Officer/Juvenile Probation Officer or equivalent experience working with juveniles is preferred.

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

CERTIFICATES AND LICENSES REQUIRED

Juvenile Supervision Officer Certification.

Valid state driver’s license and proof of liability coverage.

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.