

SUPERIOR COURT OF MOHAVE COUNTY

JOB DESCRIPTION

TITLE: Youth Care Worker Recruit
OCCUPATIONAL CATEGORY: Protective Services
DIVISION: Probation
EFFECTIVE DATE: 10/09/17
REVISED: 11/01/19



CLASS CODE: J495
FLSA: Non-Exempt
SALARY RANGE: 9
STATUS: Classified

JOB SUMMARY

Under general supervision, undertakes and performs a variety of entry level tasks, duties and services related to processing, supervision, welfare, treatment and care of clients in the Evening Reporting Center program located at the Mohave County Juvenile Detention Center.

REPORTS TO:

A higher level of authority.

SUPERVISION EXERCISED

None.

ESSENTIAL JOB FUNCTIONS

*The following examples of duties provide a representative summary of the major duties and responsibilities but are **NOT** intended as a comprehensive list of job functions/duties performed by individuals assigned to this classification. Incumbents may not be required to perform all duties listed and/or may be required to perform additional, position-specific, duties.*

- Processes and supervises juveniles brought into the Evening Reporting Center; verifies documents for completeness and accuracy; may perform pat searches; may inventory clients' personal property and clothing; monitors required program activities and participation.
- Administers GED Exam. Assists Juvenile Detention Teacher with registrar duties; compiles data for tracking and statistical purposes; enters data into computerized database.
- Explains Evening Reporting Center program rules and procedures to be observed and followed by clients; observes, monitors and supervises activities of clients in designated areas, activity rooms, yards, cafeteria, projects outside program/detention center or other related areas.
- Maintains constant supervision and communication with clients; communicates with community providers and social service agencies; maintains chronological logs and records of clients' activities, behavior, level of participation, and any incidents; responds to inquiries by family members, probation officers, juvenile detention officers, law enforcement officers and others within scope of authorization and in accordance with departmental procedures.
- Observes clients during entry into the Evening Reporting Center for signs of being under the influence, injury, illness or behavior apart from the norm to include suicidal tendencies, and if warranted, notifies higher level of authority and transports to appropriate facility for assistance. May determine if medical treatment or care is required.
- Performs daily searches of Evening Reporting Center for contraband, security violation and safety hazards; performs daily periodic head counts, pat searches of clients if required; escorts clients to and from different areas of the Evening Reporting Center, or transports to treatment related activities and programming.
- Performs daily program meetings; prepares complete, accurate reports, records and logs; performs various housekeeping duties; as assigned, may provide guidance and assistance to new or less experienced employees.

SECONDARY JOB FUNCTIONS

- Performs related work as required.
- Performs special assignments as requested.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Knowledge of applicable city, county, Arizona Supreme Court, state and Federal statutes, rules, ordinances, codes,

administrative orders, case law and other relevant directives.

- Knowledge of principles, practices, methods, techniques, and equipment used in the Juvenile Detention Facility and Evening Reporting Center.
- Knowledge of first aid methods and procedures.
- Knowledge of human behavior as it relates to clients including various social, economic and cultural backgrounds.
- Knowledge of search and transportation procedures.
- Knowledge of treatment services and programs for delinquent youth.
- Knowledge of addiction, family dynamics, feelings/defenses, communication and recovery.

Skill in:

- Skill in the safe and effective operation and maintenance of Evening Reporting Center equipment to include housekeeping equipment.
- Skill in the safe operation and handling of a motor vehicle.
- Skill in communicating and maintaining professionalism with the public, co-workers, and work contacts.
- Skill in operating a personal computer utilizing a variety of commonly used and specialized software applications.

Ability to:

- Ability to provide direction, to follow instructions, and to work as a team member in a structured working environment.
- Ability to direct the activities of clients and provide effective communication, including de-escalation techniques, on a one-to-one basis and group environment.
- Ability to comprehend, retain and recall factual information.
- Ability to comply with department procedures for the preservation of the rights and safety of clients and to maintain the safety of the facility.
- Ability to apply training, experience and common sense to identify potentially dangerous situations, to make effective logical decisions, determine the need for additional law enforcement backup and to exercise the appropriate measure of tact or force to resolve dangerous or emotionally charged situations with minimum injury to self and others and minimum damage to property involved.
- Ability to deal impartially with individuals of various socioeconomic, ethnic, and cultural backgrounds.
- Ability to establish and maintain effective working relations with co-workers, therapists, other law enforcement agencies, court personnel, clients, and the public.
- Ability to prepare accurate, complete and legible records and reports and to present detailed, accurate, and objective oral statements and responses to questions.
- Ability to perform the essential functions of the job specifications with or without a reasonable accommodation.
- Ability to comply with Superior Court of Mohave County Merit Rules, Administrative Procedures and Department Regulations.

WORK CONTACTS

Regular contact with associate personnel, other county departments, other agencies and the general public.

WORKING CONDITIONS/ PHYSICAL REQUIREMENTS

- Must possess and maintain a valid Arizona driver's license and depending on assignment, may be required to obtain and maintain van driver's license.
- Work may also require traveling.
- Must obtain within sixty (60) days of employment and must maintain first aid/CPR certification.
- May be exposed to potential physical harm, hazardous chemicals and/or infectious diseases.
- Must be prepared to administer emergency First Aid, CPR and use Motivational Interviewing techniques on clients. Adhere to the Kids at Hope philosophy.
- Staff must be able to maintain clarity of thought throughout the entirety of a shift and be able to respond quickly to duress or circumstances requiring immediate action.
- Must be able to supervise youth indoors and outdoors throughout the entire duration of their shift, which last 8 hours or more on a typical shift.
- May be required to lift and/or carry heavy, bulky items, equipment, supplies and/or other materials weighing up to 50 pounds.
- Must be able to stand, bend, or stoop for the entire duration of the shift, as necessary.

- Must be prepared and physically able to respond with appropriate protocol in a variety of dynamic supervision situations with clients of 8-17 years in age. In a sudden emergency event, staff must be at all times physically able to run, jump, lunge, twist, push, pull. While it is uncommon, all staff must be physically and mentally able to manage youth who become uncooperative, sick, violent, or display any other form of harmful or threatening behavior.
- Work is subject to various post or job-site assignments and may be subject to irregular work hours/schedules, rotating shifts and/or schedules to include completion of work on holidays and weekends.

REQUIRED MINIMUM EDUCATION, EXPERIENCE AND TRAINING

A high school diploma or GED **AND** prior experience in a residential treatment facility, juvenile detention center or related work environment **OR** any equivalent combination of experience and/or education from which comparable knowledge, skills and abilities have been achieved.

SPECIAL JOB REQUIREMENT

- Must complete annual training as required by the Committee on Judicial Education and Training (COJET).
- Requires the ability to work a varied schedule: some days from 8:00 am to 5:00 pm, or evenings from 12:00 pm to 9:00 pm.
- Must possess a valid State of Arizona Driver's License at the start of employment and maintain said license while employed in this position.
- Provide acceptable driving history at no cost to the County.
- Employees are subject to immediate callout when an emergency, disaster or breach of homeland security occurs. Employees shall be available, unless excused, to ensure the court is adequately staffed during and immediately following natural and/or manmade disasters, infectious disease outbreaks, and acts of terrorism. This may require assisting other employees in the work unit in accomplishing assignments as necessary and the working of unusual, long hours over an extended period of time with infrequent breaks or rest periods. An employee who is working with an accommodation must meet with their supervisor and division head to discuss their requirement for response.
- Minimum of 21 years of age.
- Must successfully pass a pre-employment character and fitness background investigation, including but not limited to: fingerprinting and criminal history records check, Department of Child Safety (DCS) Central Registry check, (MVD) driving records check, polygraph examination, psychological evaluation, and submit to and pass a pre-employment drug/alcohol screen.
- This is a safety sensitive position.

DISCLAIMER

The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job. It is illustrative and representative. Management is not precluded from assigning other related functions not listed herein if such functions are a logical assignment within the scope of the job specification for the position. The job description does not constitute an employment agreement and is subject to change at any time by the Superior Court. Physical characteristics described herein are representative of those that must be met by an employee to successfully perform the essential functions of this classification. Reasonable accommodations may be made to enable an individual with a qualified disability to perform the essential functions of a job, on a case-by-case basis.