

POSITION ANNOUNCEMENT

Deputy Juvenile Officer – Detention (Full Time)

- **This is a full-time position with the 11th Judicial Circuit Family Court – Juvenile Division (St. Charles County Juvenile Justice Center) at 1700 S. River Road, St. Charles, MO 63303.**

Starting Salary:

- **\$37,146 (with benefits)**

Job Description:

- Operates the Juvenile Justice Center in accordance with written policies and procedures and supervises residents to ensure security for the public and safety for fellow residents, staff and visitors to the Center. Position is supervised by the Superintendent of the Center.

Essential Duties and Responsibilities:

- Authorizes detention of juvenile based upon determination that probable cause exists to believe that juvenile had committed/was committing law violation as alleged as well as necessity for secure detention.
- Prepares application for order when continued detention/protective custody is warranted and approaches court with request.
- Participates in the interview process of a juvenile suspected of violating the law by informing the juvenile of his constitutional rights and ascertaining a free and knowing waiver of same before permitting questioning.
- Provides guidance as appropriate/directions as necessary to law enforcement through the interview process where a juvenile is suspected of violating law.
- Screens requests for assistance involving incidents of alleged child abuse and/or neglect.
- Admits/releases juvenile from the Juvenile Justice Center consisting of but not limited to the exchange of personal property with written documentation of same.
- Enters/corrects data in juvenile automated tracking system.
- Completes all logs, i.e. telephone, visitor, incident and medicine timely and accurately.
- Assesses juvenile for risk to do self harm and places on suicide watch.
- Supervises and directs or monitors all activities including but not limited to meals, recreation, school, visiting, telephone calls, shower and exchange of clothing, medical examinations, etc.
- Administers medical procedures as directed by doctor and/or as follow-up to emergency room treatment. Dispenses prescribed medications as required. Performs emergency medical procedures, e.g. CPR.
- Monitors resident rooms at fifteen minute intervals during the night time hours and any time a juvenile is placed on room restriction.
- Responds to inquiries from law enforcement, parents and others, e.g. schools, as permitted by law.
- Intervenes immediately in any situation where conflict could occur and escalate to assault upon another resident, staff or visitor to the Juvenile Justice Center.
- Transports juvenile in custody of The Juvenile Justice Center to medical appointments, emergency medical care and other facilities as may be required.
- Monitors and regulates all entrances/exits to The Juvenile Justice Center as well as all other doors of the Center.
- Conducts housekeeping activities of secure areas.
- Monitors for and initiates action as necessary to prohibit contraband from entering The Juvenile Justice Center.
- Receives and verifies initial report of any home detention violation supported by electronic monitoring.

- Orients and trains new personnel in the policies and procedures of the Juvenile Justice Center, as well as day-to-day and shift-to-shift operation of the Center.
- Performs such other duties as assigned by the Family Court Administrator and/ or Administrative Judge.

Minimum Training and Experience Required to Perform Essential Job Functions:

- Requires a bachelor's degree in sociology or related field, such as Social work, Psychology, or Criminal Justice.
- Experience in the juvenile justice field preferred, in particular, a position related to secure custody or demonstrated skills in crisis intervention
- Requires skills in crisis intervention.
- Average computer skills in data entry, word processing and modification of standardized forms as necessary.
- Excellent written and oral communication skills.
- Must have and maintain a valid Driver's license and satisfactory driving record.
- Must meet the minimum age requirement of 21 years.
- Must reside in St. Charles County continuously throughout employment with the Juvenile Division.

TO APPLY:

- All applications must be submitted, along with a resume', to the Juvenile Justice Center, 1700 S. River Road, 63303. Faxed or e-mailed applications will not be accepted.

To assure consideration, applications must be received by October 21, 2015

St. Charles County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. St. Charles County is a drug and alcohol free work place. A pre-employment drug screen is required for all positions.

APPLICATION