

POSITION ANNOUNCEMENT
Intermittent Specialist (Detention)
11th Judicial Circuit, Family Court – Juvenile Division

The St. Charles County Juvenile Justice Center is accepting applications to fill two or three Intermittent Specialist positions in Detention. These are county funded positions with the St. Charles County Family Court, Juvenile Division (St. Charles County). **These are part-time/shift-work positions.**

Starting Salary: \$16.03 per hour (hours/shifts vary)

- The Intermittent Specialist is a part-time position. There are no benefits included with the position.

Purpose of Position:

- The Intermittent Specialist operates the Juvenile Justice Center in accordance with policy and procedures and supervises residents to ensure security for the public and safety for fellow residents, staff and visitors to the Center. The position admits/releases juveniles from the Center; supervises and directs or monitors all activities including but not limited to meals, recreation, school, visiting, telephone calls, shower and medical (as directed by doctor and/or nurse); completes all logs, i.e. telephone, visitor, incident and medicine in a timely manner; may perform emergency medical procedures, i.e. CPR; monitors residents' rooms at required intervals; communicates with parents and other professionals (i.e. other courts and 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 Center; may transport youth; monitors and regulates all entrances/exits to the Center and conducts housekeeping activities of secure areas. The position is supervised by the Superintendent of the Center.

REQUIREMENTS:

- The candidate must have an associate's degree (bachelor's preferred) and the position requires the following: some skills in crisis intervention; some knowledge of Missouri statutes (Juvenile Code and Criminal Code), Supreme Court Rules of Practice and Procedure for the Juvenile Court (the standards for the operation of secure detention facilities) and local Court policies and procedures is desirable; average computer skills in data entry, word processing and modification of standardized forms; excellent written and oral communication skills; must have and maintain a valid Driver's license and satisfactory driving record and must be at least 21 years of age.
- Some related experience desirable.

TO APPLY: All applications must be submitted, along with a resume', in person at 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 the close of business, 5:00 pm, on September 9, 2016.

RETURN TO APPLICATION PROCESS

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.

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