

**All applicants must complete an application to be considered - those submitting resumes only will not be considered.**



**Circuit Court Of Jackson County, Missouri**

**Vacant Position**

**Date: 01/01/2016**

**Posting No.: 001**

**REVISED 01-09-16**

**Position Title: Correctional Youth Worker and Residential Position No.: Various Youth Worker**

**Department: Residential Services**

**Work Location: Positions are located at the following facilities: Hilltop Residential Center/ Lee's Summit; Detention Center/625 E. 26th St KCMO /Jackson House / Haley- between 26th & 27th St along Gillham**

**Work Hours: Shifts vary - Positions may involve weekend, holiday, day, evening and night schedules**

**Salary: County Paid Position - Non-exempt Grade C 4 - \$12.65 Hourly**

**Salary Range For Internal/Rehire Applicants: \$12.65 - \$17.74 Hourly**

Application for Employment may be obtained in Human Resources, 415 East Twelfth Street, 10th Floor, Kansas City, MO 64106 or at the Web Address: [www.16thcircuit.org](http://www.16thcircuit.org). Fax No.: 816-881-3229. E-Mail Address: [Jobs.16thCircuit@courts.mo.gov](mailto:Jobs.16thCircuit@courts.mo.gov) Employment Specialist: **Gail Cox or Mark Wienke**. Information regarding job vacancies may also be obtained by calling the **Job Information Line at 816/881-3470**. Applicants for clerical positions which require skill testing must be tested for consideration. ALL CURRENT EMPLOYEES APPLYING FOR THESE POSITIONS MUST SUBMIT AN INTERNAL APPLICATION FORM TO HUMAN RESOURCES.

**Applications must be received by Human Resources no later than 05:00 PM on 12/31/2016**

To ensure the safety and security of youth and assist in the execution of established youth treatment and service goals and court orders. Directly supervise and monitor daily activities of youth, which may include school, recreation, meals, personal hygiene, sleep, suicide watch, and work projects; provide guidance and assistance to youth in daily activities in order to develop and improve coping and competency skills and effectively modify attitude and behavior patterns; document youth behavior, activities, rule infractions, incidents and other occurrences and information, in a narrative or report form basis; consistently ensure residential facility surroundings are safe and secure for both residents and staff and take appropriate action to correct deficiencies, which includes the use of force to prevent physical injury, escape or property destruction; help youth to respond constructively to treatment and service, and assist in development and stabilization of personal and social adjustment skills which may involve anger control, positive peer and family interaction, personal hygiene/grooming and implementing discipline; counsel with youth on an individual and group basis regarding problems and approaches relative to personal and social adjustment skills; provide written and oral input regarding youth progress, behavior, rule infractions and skills; conduct residential facility room checks and monitor behavior of youth to prevent disturbances or escapes, and search facility and grounds for missing youth; transport youth and make home, school and other field visits in personal or Court vehicle; (duties involving transportation of youth and/or travel will vary depending upon the facility, service area and/or shift assigned); attend work related meetings and training; may install and detach electronic surveillance equipment at youth's residence; may monitor youth's activities through surveillance equipment or phone calls to home, school, etc.; may work with community resources to identify and implement youth work programs and projects, which may involve participation; may perform body searches of youth, hand-out medication and mediate disagreements between youth; work schedule assignments necessary to meet the Court's obligation to provide for the needs of juvenile residents, including mandatory overtime as required and perform related work as required

**MINIMUM EDUCATION AND EXPERIENCE:**

Min age requirement of 20; valid driver's license from state of residence. High School diploma or equiv. (The following minimum requirements can also be achieved through any equivalent combination of education and experience which provide the required knowledge, skills, and abilities) One year work experience, not necessarily related. Ability and patience to relate to youth and families from a variety of cultural, economic and ethnic backgrounds; ability to supervise, motivate, and discipline youth with behavioral problems; ability to remain calm and in control in emergency or stressful situations; ability to communicate effectively, both orally and in writing, and to prepare clear, complete and logical reports; ability to understand and follow oral and written instructions; ability to restrain youth in a physical confrontation; ability to establish and maintain effective working relationships with others; ability to project a positive role model; ability to operate a vehicle in a safe and prudent manner; ability to install/detach surveillance equipment, using a variety of small hand tools. If driving non-court vehicle for Court

business, must have auto liability insurance and properly licensed and reliable vehicle. Positions subject to drug testing. Final employment offer is dependent on successfully passing a physical exam/physical performance evaluation. *Some positions are funded by anti-drug tax or grant funds and vary in the length of time funds are appropriated. Retention of positions funded by non-regular budget sources are dependent upon need, effectiveness of the program and/or continued receipt of funds, as well as individual performance.* This position is subject to gender-based hiring and work schedule assignments necessary to meet the Court's obligation to provide for the needs of juvenile residents. Refer to Family Court Policy 120-20 - Use of a BFOQ in Hiring and Staffing.

**THE COURT IS AN EQUAL OPPORTUNITY EMPLOYER**