

**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: 01/01/2021  
Posting No.: 2021001**

<b>Position Title:</b>	<b>Residential Youth Worker</b>	<b>Position No.:</b>	<b>Various</b>
<b>Department:</b>	<b>Residential Services - Detention &amp; Hilltop Facilities</b>		
<b>Work Location:</b>	<b>Detention - 625 E 26th Street, Kansas City, MO; Hilltop - 301 NW Gregory Boulevard, Lee's Summit, MO</b>		
<b>Work Hours:</b>	<b>Shifts vary - positions may involve weekend, holiday, day, evening, and night schedules* (see below)</b>		
<b>Salary:</b>	<b>County Paid Position - Non-exempt Grade C 5 - \$14.61 Hourly</b>		

**Salary Range For Internal/Rehire Applicants: \$14.61 - Hourly**

**EXTERNAL APPLICANTS CLICK HERE TO APPLY; INTERNAL APPLICANTS GO TO EPICOR ESS** (The internal application for promotion/transfer may be obtained on the HR ICON on Lotus Notes) Employment Specialist: . 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 12/31/2021**

**POSITION PURPOSE:** To ensure the safety and security of youth and assist in the execution of established youth treatment and service goals and court orders.

**MAJOR TASK STATEMENTS AND REPRESENTATIVE ACTIVITIES** (Percentage of Time):

*(The information contained herein is not intended to be an all-inclusive list of the duties and responsibilities of the job; other tasks/duties may be assigned. The area to which the job is assigned will govern which duties apply. Management reserves the right to amend and change responsibilities, work shift/schedule, facility, or department to meet business and organizational needs as necessary, including but not limited to the re-assignment of employees and positions, elimination of positions, and opening, moving, or closing of facilities and units.)*

**45% of time:** Supervise, assist and monitor activities of youth; document behavior, actions, incidents and other information.

- Directly supervise and monitor daily activities of youth, which may include school, recreation, meals, personal hygiene, sleep, work projects, and suicide watch.
- 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.
- Perform related work as required to include but not limited to serve on teams/committees as assigned, cross-train for other jobs as assigned, and work on special projects as assigned.

**40% of time:** Execute individual components of treatment and service plans; review and execute court orders.

- 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.
- 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.
- Assists in the planning and implementation of individual treatment plan.

**15% of time:** Travel to youth residence and other locations; transport youth; monitor visits; conduct room checks; attend meetings and training; and perform related duties.

- 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.
- Conduct residential facility room checks and monitor behavior of youth to prevent disturbances or escapes, and search facility and grounds for missing youth.
- Attends training /in-services as required.

#### **MINIMUM EDUCATION AND EXPERIENCE:**

*(Education above the minimum stated may be substituted on a year for year basis for the required general experience; experience above the minimum stated may be substituted on a year for year basis for the required education.)*

**EDUCATION:** High School diploma or equivalent.

**EXPERIENCE:** One year work experience, not necessarily related.

#### **SPECIAL REQUIREMENTS:**

- Minimum age requirement of 20.
- Valid drivers' license from state of residence.
- If driving non-court vehicle for Court business, must have auto liability insurance, and properly licensed, and reliable vehicle.
- Must be able to provide proof of the above.
- Must submit to and pass criminal background check as prescribed by Courts, Sex Offender Registry check, and MO/KS Child Abuse and Neglect checks.
- All applicants for this position are subject to testing for illegal drug use prior to appointment.
- Employees in this position are subject to random and reasonable suspicion testing for illegal drug use.
- Must pass IMPACT test.
- Final employment offer is dependent on successfully passing physical exam and physical abilities performance testing.
- Must be able to attend a scheduled consecutive two week orientation and training process.
- 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.
- \* Due to the Court's obligation to provide supervision for youth within its facilities seven days a week, 24 hours a day, 365 days a year, and to assure an appropriate staff-to-youth ratio, Youth Worker positions are considered by nature shift work, and work hours, and days off will be assigned by the hiring manager. the ability to work different shifts and different days, as well as mandatory overtime is considered an essential job function, and fundamental to the job. Work days, hours, and location assignments are neither permanent, nor guaranteed. Employees may be reassigned to a different shift, work day, schedule, facility, department, or job in the interest of safety, and security of the youth, and staff within a facility, or to better meet the needs of the department, or organization as a whole. Management may make changes to the organizational structure as needed, including but not limited to the reassignment of employees and positions, elimination of positions and opening, moving, or closing facilities and units.

**KNOWLEDGE , SKILLS, AND ABILITIES:** *(Knowledge, skills, and abilities required to function at an acceptable level in the position.)*

- 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 work and relate in a positive fashion toward individuals from diverse backgrounds, and maintain effective working relationships.
- 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.

**WORK ENVIRONMENT:**

- May work in a secured or non-secured juvenile residential facility.
- Travel to youth homes, school, and other locations which could be required during day, or night in year-round weather conditions.
- Intercede or be involved in physical confrontations, restraint, and possible hostile confrontations with youth, and families.
- May participate with youth in work or recreation projects.
- Subject to youth who are aggressive and volatile, and those who have psychiatric, or other special needs.
- Work mandatory overtime as required.
- Constant noise on some shifts.

**EMOTIONAL/MENTAL FACTORS:**

**INTERPERSONAL CONTACT** - 67-100% of time - Constant:

- Interaction in group and individual setting with youth, some who have emotional/mental health challenges.

**STRESSFUL SITUATIONS** - 34-66% of time - Frequent:

- De-escalate agitated youth & family members

**DECISION MAKING** - 34-66% of time - Frequent:

- Ensure proper response to youth needs.

**CONCENTRATION** - 34-66% of time - Frequent:

- Maintain proper head counts & conduct inventory.

**INTERRUPTIONS** - 34-66% - Frequent:

- Altercations between youth.
- Radio and phone calls.

**WORKING CONDITIONS:**

**STANDING** - 34-66% of time - Frequent:

- Monitor residents & activities.

**WALKING** - 67-100% of time - Constant:

- Monitor residents & activities.

**SITTING** - 1-33% of time - Occasional:

- Monitor residents & activities.
- Completion of incident reports.
- Utilize computer & office machines.

**CLIMBING/BALANCING** - 1-33% of time - Occasional:

- Stairs & in/out of van.
- Critical incidents involving safety & security require ability on demand.

**STOOPING/KNEELING/CROUCHING/CRAWLING** - 1-33% of time - Occasional:

- Physical restraint.
- Administer first aid and CPR.
- Room checks.
- Critical incidents involving safety & security require ability on demand.

**LIFTING/CARRYING/ PUSHING/PULLING** - 100 lbs. - Lifting objects - Occasional:

- Must be able to use physical restraint on demand when working with possibly violent or aggressive youth.
- Moving materials and objects.

**HANDLING/REACHING/GRASPING/FEELING** - 1-33% of time - Occasional:

- Keyboard, walkie-talkie radios for security purposes, telephone
- Moving materials
- Physical restraint
- Feeling in unseen areas for contraband.

**KEYBOARD OPERATION/ WRITING** - 1-33% of time - Occasional:

- Data entry
- Completion of forms and reports.

**DRIVING/TRAVEL** - 1-33% of time - Occasional:

- Travel to required training/meetings
- Transport youth to home visits and family members for group participation.
- Transport materials & operate van.
- Travel to youth residents and other locations as needed.
- Transport youth to appointments and services.
- Travel to other facilities and area locations in year-round weather conditions.

**VISION** - 67-100% of time - Constant:

- Color perception, depth perception, reading/close up work.
- Field of vision peripheral.
- Monitor youth & activities.
- Critical incidents involving safety & security.

**HEARING** - Normal speech - 67-100% of time - Constant:

- Hear resident and staff activity both within and outside field of vision.
- Critical incidents involving safety & security.

Faint sounds – 67-100% of time – Constant:

- Resident and staff activity
- Critical incidents involving safety & security.

Telephone/walkie-talkie radio – 1-33% of time – Occasional:

- Critical incidents involving safety & security require ability on demand.

**SPEECH** - Must be able to speak and understand English clearly to provide detailed information by telephone, and in person.

In Person - 67-100% of time - Constant:

- Communication with residents, staff, etc.
- Critical incidents involving safety & security.

Telephone/walkie-talkie radio - 1-33% of time - Occasional:

- Critical incidents involving safety & security require ability on demand.

**THE COURT IS AN EQUAL OPPORTUNITY EMPLOYER**