

# **LINN COUNTY CLASSIFICATION**

**TITLE: DETENTION WORKER III**  
**NUMBER: 612**  
**PAY RANGE: 15**  
**CATEGORY: JDA**

**APPROVAL ORDER**  
**NUMBER: 2008-117**  
**DATE: June 18, 2008**

GENERAL STATEMENT OF DUTIES/JOB OBJECTIVES: This position in the Detention Worker Series assists the Detention Manager in overseeing the intake, care and custody of juvenile offenders; is responsible for the safety and security of all juveniles, staff and the detention facility, conducts assessments, provides case planning, coordinates family and community partner meetings. As the detention facility operates seven days per week/24 hours per day, this position shares a complimentary work schedule with the Detention Manager to ensure full time oversight coverage.

SUPERVISION RECEIVED: Works under the general supervision of the Detention Manager who assigns work, establishes goals, and reviews work for conformance to established standards and statues.

SUPERVISION EXERCISED: Supervision of employees is not a normal responsibility of positions in this classification; however, a DW III employee oversees and directs the functional and technical duties of lower level employees. This position provides feedback to the Detention Manager regarding DW I and DW II employee's ability to perform the essential functions of their job.

ESSENTIAL FUNCTIONS: A person employed in this classification must possess the capability to perform the following duties to be considered for and to remain in this position. The duties are essential functions requiring the critical skills and expertise needed to meet job objectives. Additional specific details of these essential functions may be provided by the specific office or department job announcement, if applicable.

1. Perform lead worker duties while on shift; responsible for the supporting and directing staff and maintaining the security of the facility while on shift; scheduling staff coverage and outside transports; monitoring visitors, support personnel and volunteers while in the facility; evaluating workload; and supervising juveniles.
2. Coordinate and provide lead services related to the daily living needs for juveniles; plan shift activities to meet program needs; ensure facility and community safety; observe, enforce and direct juveniles on rules and regulations; insure activities provide for needs safely within a positive skill orientated environment.
3. Assist in the preparation of the annual budget for the detention facility; act as a resource for the community and other agencies relevant to the normal functions of the facility; participate in committee work as assigned by the Detention Manager.
4. Assist in the selection and training of new staff. Develop staff training, coordinate staff training, research and design of staff training programs and incorporate best practices within the juvenile justice field.

5. Create and update policy and procedures; create and develop behavior programs for the juveniles held in detention; prepare behavior reports; review and prepare incident reports; coordinate and lead the programming aspect of detention as directed by the Detention Manager or Department Director.
6. Respond to after hour's calls; act as the Detention Manager in the absence of the incumbent; participate as scheduled in the Detention Officer of the Day rotation. Make decisions regarding the detainment of juveniles; perform intake duties, complete all necessary paperwork, Law Enforcement Data System (LEDS) and Juvenile Justice Information System (JJIS) entries, conduct cursory and comprehensive searches, and complete assessments as part of the intake process.
7. Design, develop and provide group and individual competency development. Assist juveniles in making appropriate behavioral and cognitive changes through assessments and observations. Assist youth in developing short and long term goals.
8. Provide crisis intervention, respond to emergencies, interact and diffuse aggressive situations; handle difficult and specialized discipline problems by using correction's techniques and established disciplinary controls. Provide information and assistance to medical personnel, distribute medication, and provide first responder assistance for medical emergencies.
9. Ensure open and thorough verbal, written communication and data entry through staff meetings, the County network, JJIS, log entries, overlap meetings and direct shift communication with a particular emphasis on safe and secure operation of the facility. Attend and participate in regularly scheduled staff meetings and trainings.
10. Demonstrate a positive role model to other staff and juveniles; maintain a neat personal appearance; Exhibit a positive attitude and courteous example for juveniles, other staff, outside agencies, visitors and members of the community.
11. May act as the state-wide LEDS representative for the Linn-Benton Juvenile Detention Center; provide training and implement changes.
12. Interview and assesses the needs of youth and families. Conduct risk and needs assessments. May prepare reports for case records and Juvenile Court and to file and present petitions alleging law violations.
13. Complete, update and maintain case plans for youth. Coordinate with community resources to aid and assist in case planning for youth. Organize and facilitate meetings and appointments with outside agencies, probation officers, victims and families.
14. Develop and maintain effective, harmonious and reasonable work relationships with others.
15. Maintain regular and predictable work attendance.

OTHER FUNCTIONS: This classification covers the most significant essential functions performed by an employee in this position, but it does not include other occasional work, which may be similar to, related to, or a logical assignment of this position.

RECRUITING REQUIREMENTS: (Additional specific details may be provided by the specific office or department job announcement, if applicable).

KNOWLEDGE, SKILLS AND ABILITIES: Considerable knowledge of risk reduction techniques and practices related to behavior in an institutional setting; considerable knowledge of juvenile law in the State of Oregon; considerable knowledge of principles and practice of group management in juvenile offender supervision; considerable knowledge of corrections programs designed to assist juveniles in assessing and developing pro social and behavior patterns; knowledge of reporting physical plant maintenance requirements; Skill in organizing and performing multiple tasks in priority order. Ability to conduct assessments, update case plans, work with youth, families and community partners in skill development and transition; ability to communicate effectively in both oral and written form using proper grammar and correct spelling; ability to oversee employees; ability to maintain and promote effective working relationships with other agencies and the public.

EXPERIENCE, EDUCATION AND TRAINING: Graduation from an accredited four year college with major course work in corrections plus three years experience in a detention facility, group home setting or working with juvenile offenders; or any satisfactory equivalent combination of experience, education and training which demonstrates the ability to perform the work described.

NECESSARY AND SPECIAL REQUIREMENTS: Must possess or obtain within 30 days of hire, a valid Class C Oregon Driver License and an acceptable record. (This requirement may be modified under exceptional circumstances.) Must obtain certification through Oregon Juvenile Department Directors Association as detention worker within the first twelve (12) months of employment. In addition, CPR first Aid and JJIS certifications must be obtained within the first six (6) months of employment. The LEDS and JJIS Certification must be maintained as a condition of employment.

PHYSICAL DEMANDS AND WORK ENVIRONMENT: Work is generally performed indoors in a detention facility environment and is essentially sedentary in nature. The work requirements include the ability to see, talk and hear; sit and stand; walk; use hands to finger, handle or operate objects, tools or controls; reach with hands and arms and lift or move thirty (30) pounds. Some work assignments directly involve the safety and security of the detention facility and may require physically restraining angry and hostile juveniles.