

JOB DESCRIPTION
Juvenile Corrections Officer

Position: Juvenile Corrections Officer
Agency: Seneca County Youth Center
Hours: Various
Immediate Supervisor: Head Supervisor

Job Responsibility: A Juvenile Corrections Officer (JCO) is responsible for the daily supervision, monitoring, disciplining, crisis intervention, health, safety, security, and welfare of detained juveniles.

Illustrative Duties:

- Care, custody, and control of juveniles assigned to the Youth Center including guidance, crisis intervention and re-direction of juveniles in connection with their conduct, attitudes, and relationships.
- The ability to physically restrain a hostile resident and overcome physical resistance.
- Must be able to lead and interact through participation in therapeutic, physical, athletic, and recreational activities with residents as required.
- Prepares detailed reports (incident, observation, etc.) as required and submits to supervisors daily.
- Guides juvenile residents to effectively channel behavior in a more positive manner using approved therapeutic approach, education, self-discipline, responsibility, and respect for authority, oneself, and the community, daily or as required.
- Conducts physical fitness and/or teach residents recreational activities, daily or as required.
- Performs both verbal de-escalation and physical intervention of residents in the event disruptive behavior is exhibited, daily.
- Ensures compliance with program rules, expectations, policies and procedures, etc., on a daily basis.
- Admit, process, and conduct orientation with newly admitted residents to their assigned program; advises residents as to the rules, daily.
- Attends scheduled staff meetings to contribute ideas, receive information concerning policies and procedures, security, training, and shares valuable information concerning residents.
- Ability to effectively manage youth with serious mental health needs.
- Able to react to change productively.
- Transports residents as directed.
- Monitors and documents all bed checks during any period resident(s) are in sleeping rooms.
- Physical contact by a JCO is restricted to the same sex as a resident during all required, non-emergency duties such as pat down, metal detector and/or intake searches. During these times, only male JCOs have contact with male residents or female JCOs with female residents.
- Attends conferences/training sessions to receive a minimum 32-hours annual mandatory training.
- Adheres to strict control measures to guard against escapes and contraband entering the facility.
- Confers with other detention staff and/or court personnel regarding resident progress, behavior problems or security risk concerns.
- Supervises residents in all group activities as assigned.
- Monitors visitation of residents and ensures that the visitors' log is documented.
- Promptly reports improvements needed in building maintenance to immediate supervisor.
- Performs other related duties as assigned.

Receipt of Job Description

My signature below indicates that I had an opportunity to read this job description for the position of Juvenile Corrections Officer. I will be afforded the opportunity to ask and have answered any questions I have during the course of my employment with the Seneca County Youth Center.

_____ Employee Printed Name	_____ Employee Signature	_____/_____/_____ Date
_____ Witness Signature	_____/_____/_____ Date	