



Strong Foundation. Strong Future.

MINNEHAHA COUNTY
invites applications for the position of:

Juvenile Correctional Officer I

All applications must be submitted by 5:00 p.m. on the date the position closes.

SALARY: \$17.37 - \$18.71/Hour **OPENING DATE:** 07/24/17 **CLOSING DATE:** 08/14/17 05:00 PM

GENERAL INFORMATION:

The Minnehaha County Juvenile Detention Center invites applications for a Juvenile Correctional Officer I to perform entry level professional work in the supervision, care, guidance, and custody of juveniles detained by the courts. Responsibilities include ensuring a safe and secure environment for all juveniles in the facility, observing and supervising all aspects of daily living, enforcing disciplinary policies, and encouraging positive behavior; and assisting with the Community Supervision program as necessary. All positions will include some overnights, weekends and holidays.

EXAMPLES OF DUTIES INCLUDE:

Supervise and observe juveniles in activities including educational instruction, meal periods, personal hygiene, laundry, visitations, and phone calls. Complete room checks. Give personal guidance and employ methods to reduce tension and anxiety in juveniles. Enforce facility and disciplinary rules. Complete proper documentation for warrants, incident reports, daily activity logs, admissions, releases, reports, and observations of juveniles' overall behavior. May act as a Special Lay Magistrate. Gather testimony from law enforcement. Determine placement of the juvenile. Schedule court date and time. Notify guardian of determination. Plan, organize, and direct daily group educational activities and programs and recreational and leisure time activities. Ensure safety of juveniles by conducting room checks and ensuring safe completion of daily activities including kitchen assignments and educational and leisure activities. Admit and release juveniles by completing paperwork and verifying accuracy of information and checking juvenile's property and medication in and out of the computer system. Assist in food preparation, kitchen duties, and cleaning of classrooms, showers, and laundry areas. Assist in facility maintenance and operation. Provide guidance, crisis counseling, and mediation to youth inside the facility, as well as youth and families on community supervision. De-escalate volatile situations using non-violent crisis intervention. Transport youth as directed to required appearances and appointments. Assist with Community Supervision program by checking on youth placed on the community supervision program; communicate with Juvenile Placement Coordinator and other staff regarding need for referrals on youth supervised in the community; and install and remove electronic monitoring devices as directed. Collaborate with community resources providers.

MINIMUM QUALIFICATIONS:

Bachelor's degree in criminal justice, social science, or related field and one year of related work experience. Comparable combination of education or experience may be considered. Must possess a valid driver's license. Must maintain a safe driving record. Must successfully complete pre-employment background process. Must pass a pre-employment drug screen and physical. Basic knowledge of the growth, development, needs, and problems of adolescents. Ability to work effectively with juveniles by gaining their confidence and respect. Ability to sense, evaluate and manage tense group situations as they develop. Ability to communicate effectively orally and in writing. Ability to build and maintain effective working relationships with youth, employees, other agencies and the public. Ability to maintain professional appearance and demeanor.

PREFERRED QUALIFICATIONS:

Experience working with adolescents or juveniles in a variety of environments.

APPLICATIONS MAY BE FILED ONLINE AT: <http://jobs.minnehahacounty.org>
OUR OFFICE IS LOCATED AT: 415 N Dakota Avenue, Sioux Falls, SD 57104
605-367-4337 jobs@minnehahacounty.org

Job #17-62
JUVENILE CORRECTIONAL OFFICER I
JD

Minnehaha County is an Equal Opportunity Employer and does not discriminate on the basis of race, color, creed, religion, national origin, citizenship, ancestry, gender, gender identity, sexual orientation, marital status, pregnancy, age, disability, veteran's status, genetic information, or any other protected group in accordance with state and federal law. Arrangements for accommodations required by disabilities can be made by contacting Human Resources at (605) 367-4337.