

# Victoria Regional Juvenile Justice Center

Position: Juvenile Supervision Officer  
Part-Time (30+hours) w/Benefits

Salary: \$20.76 per hour

Open  
until  
filled

## **JOB SUMMARY:**

The JSO-PT (Regular Part-time) is responsible for providing additional security in the pre/post units. The JSO-PT will also fill staffing gaps and/or the facility's needs.

## **ESSENTIAL FUNCTIONS:**

### **1. DIRECT ACTIVITIES OF DETAINED RESIDENTS IN ALL AREAS OF IN ACCORDANCE WITH DEPARTMENTAL POLICY.**

#### Performance Criteria:

- A. Monitor residents to prevent fighting and escape attempts.
- B. Mediate disagreements between residents in a constructive manner.
- C. Supervise residents during chores, mealtime, showers, recreation, sleeping hours, and free time.
- D. Attend to residents' needs to ensure Abuse, Neglect, or Exploitation does not occur.
- E. Check all door locks in units during each shift to ensure proper functioning. Report any dysfunctional locks to supervisor immediately.
- F. Assure residents are properly secured in their rooms at designated times (i.e. shift change, bedtime, showering, cleaning, medical, and disciplinary seclusion).
- G. Maintain logging frequencies in accordance with departmental policy on residents who are on room confinement, medical, or suicidal watch.
- H. Pat searches shall be conducted prior to a resident entering their room. Strip searches will only be conducted when there is reasonable belief that a resident is in possession of contraband or the resident presents a threat to the safety and security of the facility.
- I. Conduct random facility searches as needed. Room searches will be conducted in each resident's room during both daily shift changes.
- J. Restrain residents who are out of control, damaging property, and/or presenting a danger to themselves or others. Utilize non-violent physical restraint methods and mechanical restraints as warranted in accordance with departmental policy. Submit written report of mechanical restraint usage to shift supervisor within one hour of usage, unless restraints are used for transporting residents.
- K. Monitor residents at random intervals not to exceed 15 minutes anytime resident is assigned to their room.
- L. Perform general tasks assigned by Shift Supervisor or Administration, including but not limited to unit cleaning, laundry, filing, or training.
- M. Assist in facilitating the implementation of new programs approved by the Facility Administrator.

- N. Provide orientation information to new residents upon detention or placement in Post program.
- O. Monitor incoming and outgoing resident mail for inappropriate contacts and contraband. The resident will open the mail in the presence of the Supervision Officer to assure that no contraband is contained within.
- P. Ensure resident's medical needs are met.
- Q. Respond to crisis situations in a quick and effective time frame but in no event more than two minutes.
- R. When assigned to work visitation ensure safety and security measures are taken by properly screening all visitors as required per department policy.
- S. Maintain a suicide watch on residents that exhibit self-destructive tendencies.
- T. When assigned to a Post unit, communicate with the Case Manager and nursing staff concerning the resident's health needs.
- U. The JSO will be responsible for security and safety while in the classroom as well as documentation of all incidents that occur.
- V. The JSO will perform all night duties in accordance with policy and upon assignment by Supervisor. Night duties (laundry, cleaning, and filing) are equally shared amongst all officers.
- W. Complete Intake and Release process as requested.
- X. Conduct a room search when a resident is released to check for damages and contraband. Submit appropriate report to the Shift Supervisor upon the resident's release.
- Y. Ensure that units are in good repair and that the residents are safe and secure. Submit work orders to supervisor for all repairs.
- Z. All officers are required to have a working telephone at all times, a valid Texas ID, and reliable transportation to work.

**2. FILL STAFFING GAPS IN THE UNITS AS NEEDED.**

Performance Criteria:

- A. Report to assigned area in the facility when needed. Fulfill job responsibilities pursuant to job description when stationed in replacement role (i.e. control officer, JSO).
- B. Assist with transportation of residents to and from doctors, hospitals and other facilities and activities.

**3. COMPLETE ALL PAPERWORK AS REQUIRED.**

Performance Criteria:

- A. Complete necessary paperwork and submit to supervisor at conclusion of each shift.
- B. Maintain accurate, current log of all events that transpire in and around the unit area.
- C. Ensure that all paperwork is neat, organized and concise.

**4. MAINTAIN PROFESSIONAL DEPARTMENT.**

Performance Criteria:

- A. Arrive for work in a timely manner, and contact immediate supervisor 1 hour in advance if unable to report to work.
- B. Dress and groom professionally and in accordance with departmental dress code when representing the Victoria Regional Juvenile Justice Center.
- C. Submit leave requests in accordance with departmental policy for any leave time requested, including flex schedules.
- D. Be punctual and prepared for all meetings. If a meeting is missed, you are responsible for knowing the covered information.
- E. Attend all required trainings to ensure compliance with JSO certification.
- F. Refrain from discussing youth being handled by the department with anyone not employed at VRJJC.
- G. Refrain from negative discussions regarding co-workers or supervisory staff.

**5. OBSERVE SAFE WORK HABITS.**

Performance Criteria:

- A. Respond to all emergency situations, including medical, fire, tornado, escapes, fights and bomb threats in accordance with departmental policies.
- B. Maintain hazard free workstation.
- C. Exercise caution in any potentially dangerous or hazardous situation.
- D. Store all supplies, tools and equipment in secure areas according to departmental policies.
- E. Always utilize passenger restraints on passengers and self.
- F. Exercise defensive driving techniques when utilizing department vehicles.
- G. Report any mechanical or other difficulties regarding department vehicles to assistant chief immediately.

**MINIMUM EDUCATION, CERTIFICATION AND EXPERIENCE REQUIREMENTS**

To be eligible for appointment as Juvenile Supervision Officer, a person must: 1) meet TJJJ criminal history check, sex offender database check DFPS screen and not currently be on community supervision or parole or be serving a sentence for a criminal offense; 2) be of good moral character; 3) be emotionally suited for working with residents; 4) be at least 21 years of age; 5) have acquired at least a high school diploma or GED. Preference will be given to applicants best qualified by education and training in resident corrections and those with bachelor's degrees.

**SPECIAL KNOWLEDGE, ABILITIES AND REQUIREMENTS**

KNOWLEDGE OF:

- Texas Family Code;
- Texas Penal Code;
- Texas Juvenile Probation Standards;
- Standards for Juvenile Detention Facilities and Juvenile Residential Facilities; and

- General business practices.

**ABILITY TO:**

- Utilize personal computer;
- Work independently and efficiently;
- Make informed decisions;
- Perform public speaking;
- Effectively communicate in writing and orally;
- Lift in an upward motion up to 50 lbs;
- Push/Pull/Carry objects 25-50 lbs when required;
- Respond quickly to sounds;
- See and respond quickly to altercations;
- Frequently stand and walk for long periods of time;
- Use of peripheral vision (observe an area that can be seen up and down or to right or left while eyes are fixed on a given point); and
- Use physical exertion for 5-10 minutes.

**REQUIRED TO HAVE:**

- Telephone;
- Valid Texas Drivers license;
- Transportation;
- Liability insurance on the vehicle used for work purposes; and

**WORKING CONDITIONS AND HOURS:**

Work space is located in the secured area of the Victoria Regional Juvenile Justice Center which is a non-smoking building. Workdays and hours are at the discretion of the facility's needs. Workweek will not exceed 40 hours in a 7-day period unless approved by Administration. The workweek begins on Saturday and concludes on the following Friday. Overtime will be compensated at the rate of time and one-half.