



JUVENILE INSTITUTIONAL RESIDENCE SPECIALIST

SCOPE OF WORK:

Work activities involve providing supervision, security, instruction, habilitation, and assistance to juveniles in attaining treatment goals within a juvenile corrections facility.

DUTIES PERFORMED AT ALL LEVELS:

- Supervise juveniles within an institutional residence setting.
- Establish and maintain workable, trusting relationships to facilitate group behavior management and individual direction for juveniles.
- Function as a treatment team member to assist in identifying and developing strategies to meet individual treatment needs; provide services to facilitate implementation of individual and group treatment plans.
- Implement disciplinary action in accordance with established policies and procedures.
- Provide program orientation and conduct group meetings with juveniles upon admission and as required.
- Observe, identify, and interpret juvenile behavior patterns; utilize appropriate behavior management approach and crisis intervention techniques as required.
- Organize, implement, and supervise recreational and other activities.
- Report juvenile behavior patterns and programming needs to the proper personnel by discussion and documentation.
- Provide role modeling and guidance to individuals and groups to facilitate problem resolution and the fulfillment of treatment needs.
- Complete and maintain required juvenile records.
- Provide a secure level of surveillance by conducting security and safety inspections and scheduled population counts; complete required reports.
- Inspect and maintain assigned areas and equipment to ensure appropriate use of supplies.
- Administer required medications under the direction of the medical staff.
- Conduct investigations and searches for juveniles Absent Without Official Leave (AWOL) from the institution.
- Transport juveniles as needed.

NOTE: The duties listed are not intended to be all-inclusive. Duties assigned any individual employee are at the discretion of the appointing authority.

JUVENILE INSTITUTIONAL RESIDENCE SPECIALIST I
GRADE I

4120

LEVEL DEFINITION:

Individuals at this level perform required duties associated with the direct supervision, security, instruction, habilitation and care of residents in a juvenile corrections facility.

ADDITIONAL DUTIES PERFORMED AT THIS LEVEL:

- None.

MINIMUM QUALIFICATIONS:

Requires a bachelor's degree. Work experience with the primary focus in youth/adult care, supervision, and intervention may substitute for the education requirement on a year-for-year basis.

- Work includes exposure to hazardous conditions resulting in a risk of serious physical injury requiring medical attention and some lost time from work.
- Exposure exists but occurs infrequently.

JUVENILE INSTITUTIONAL RESIDENCE SPECIALIST II
GRADE J

4121

LEVEL DEFINITION:

Duties performed at this level include facilitating specialized programming and activities in addition to the required duties listed at the first level.

ADDITIONAL DUTIES PERFORMED AT THIS LEVEL:

- Perform additional duties (minimum of three) as first responder, lifeguard, staff trainer, and student group facilitation

MINIMUM QUALIFICATIONS:

Requires a bachelor's degree and one year of experience as a Juvenile Institutional Residence Specialist I. Must demonstrate current involvement and certification/proficiency in at least three specialized areas that include: first responder, lifeguard, staff trainer, and student group facilitation. Specific certifications/proficiencies required will be determined by the needs of the institution.

Eff. Date: 1/89

Rev: 8/98 – Rewrite of minimum qualifications

Rev: 01/03 – Added the second level, revised minimum qualifications, upgraded grade level and updated duties

Rev: 04/08 – Slight revision to minimum qualifications and duties of level II

Rev: 7/12 – Conversion to Hay System