



LARAMIE COUNTY

JOB DESCRIPTION

TITLE: Juvenile Services Officer

FLSA: Non-Exempt

DEPARTMENT: Sheriff

REVISED: 10/29/2014

Summary: Maintains safety and security of the staff, youth, visitors and facilities; Provides supervision, monitoring and direction while demonstrating a positive role modeling to youth during general daily activities.

Essential Job Functions: *(Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class.)*

- Promotes a supportive, corrective and therapeutic environment to enhance emotional/physical development, including providing appropriate advice, guidance and direction and role modeling healthy relationships through mentoring.
- Provides leadership to youth through disciplinary actions, setting standards and guidelines and supporting educational initiatives.
- Explains agency rules, regulations, policies and procedures to new residents.
- Provides physical and non-physical intervention skills in crisis situations where youth are hostile, aggressive, and in danger of harming themselves, others and/or property.
- Coordinates, supervises and motivates youth during daily activities and encourages youth to participate in required program components.
- Supports the educational department in assisting youth in completing assignments.
- Coordinates youth access to services that benefit their emotional stability and development.
- Provides security and direct, constant and visual supervision of youth in a residential facility.
- Greets visitors in a manner that reflects a positive image.
- Updates and maintains a variety of files, records, event logs, charts and other documents; maintains appropriate records and prepares reports as required.
- Assists and interacts with County departments, support staff, outside organizations and businesses and Federal, state and local law enforcement organizations in order to accomplish tasks.
- Manages radio traffic regarding facility events and youth movement.
- Safely and securely transports youth to and from appointments and activities.
- Supports youth in receiving proper medical care
- Promptly responds to emergency or crisis situations according to policy and procedures.
- Provides for the safety and security of youth by following established department policy and procedures.
- Utilizes physical visual inspections to monitor youth while they are sleeping, maintaining these checks on a frequent basis.
- Completes building and perimeter inspections on a frequent basis.
- Enforces local, state and Federal Laws and enforces compliance with Policy and Procedures and regulations.
- Performs other duties as assigned or required.



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Knowledge and Skills:

Ability to gain the following knowledge and skills:

- Knowledge of behavior management concepts, local, state and national best practices concerning delinquent behaviors, substance abuse and mental health issues and transition of youth from institution to community.
- Knowledge of physical and non-physical intervention skills in crisis situations.
- Knowledge of state, federal and department youth treatment/safety standards and procedures.
- Knowledge of Sheriff's and Juvenile Services Center policies and procedures.
- Knowledge of the Wyoming criminal justice and court systems, procedures and protocols.
- Knowledge of modern law enforcement principles, practices, methods, techniques and equipment.
- Knowledge of hazardous chemicals and materials, fire safety rules, first aid and CPR.

- Skill in remaining alert at all times and reacting quickly and calmly in emergency situations; and in dealing with situations requiring diplomacy, understanding, fairness, firmness and sound judgment.
- Skill in interpreting laws and regulations, making decisions, maintaining composure, and working effectively under stressful conditions and emergency situations.
- Skill in using constructive and appropriate discipline while providing clear standards and expectations.
- Skill in modeling good habits, respectful relationships, and handling stress and provocation in a mature manner.
- Skill in identifying and responding to teachable moments.
- Skill in interacting with youth from different social, economic, and ethnic backgrounds.
- Skill in operating a personal computer and software applications.
- Skill in following and effectively communicating verbal and written instructions.
- Skill in working independently and as a team member.

Minimum Qualifications:

High School Diploma or GED equivalent; must pass a thorough background investigation; must pass Certification requirements by the Wyoming Peace Officer Standards and Training Commission; must have a valid driver's license; must maintain a level of physical fitness to meet Department standards.