

### JUVENILE CORRECTIONS OFFICER

**DEFINITION:** Under general supervision, performs work of moderate difficulty in providing care, supervision and custody of incarcerated youth in a correctional facility; performs related work as assigned.

**ESSENTIAL FUNCTIONS:** This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

**TASKS:**

Performs various duties regarding the intake, care, supervision and custody of youth in a correctional facility; books into custody, detains, incarcerates and guards detainees and residents in accordance with established policies and procedures; conducts initial assessment; participates in searches, lockdowns and other security measures; restrains residents as needed; performs periodic checks of resident's living quarters and common areas; supervises and escorts assigned residents.

Transports residents to courts, prosecutors, hospital, educational facilities and other places as necessary; maintains records and files of residents and detainees; prepares required reports; provides orientation to new residents; distributes and supervises intake of medication as required by medical prescription; administers first aid as needed; verifies documentation for completeness and accuracy before releasing residents and detainees; attends meetings.

**KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:**

Knowledge of Navajo Nation, state, and federal laws, regulations, policies and procedures governing youth incarceration.

Knowledge of Navajo Nation Children's Code.

Knowledge of child correctional facility practices and methods.

Knowledge of CPR and First Aid procedures and methods.

Skill in verbal and written communication.

Skill in working with youth.

Skill in maintaining composure under stressful or dangerous conditions.

Skill in establishing and maintaining effective working relationships.

**PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT:** Work requires walking, running, lifting, and climbing during efforts to catch or subdue hostile individuals. Exposure to hazardous, uncontrollable and life threatening situations can occur.

**MINIMUM QUALIFICATIONS:** A high school diploma supplemented by 30 credit hours in college coursework in Social Work, Psychology, Criminal Justice or related field; and one (1) year experience working with youth in organized activities or programs; or an equivalent combination of education, training, and experience which provides the capabilities to perform the described duties.

**SPECIAL REQUIREMENTS:** Must possess a valid state driver's license. Within 90 days of employment, must pass a criminal background check and obtain a Navajo Nation Vehicle Operator's Permit. Additional certification or training may be required.

Depending upon the needs of the Nation, some incumbents of the class may be required to demonstrate fluency in both the Navajo and English languages as a condition of employment.