

# LINN COUNTY CLASSIFICATION

**TITLE: DETENTION WORKER II**  
**NUMBER: 611**  
**PAY RANGE: 13**  
**CATEGORY: JDA**

**APPROVAL ORDER**  
**NUMBER: 2008-116**  
**DATE: June 18, 2008**

GENERAL STATEMENT OF DUTIES/JOB OBJECTIVES: In the Detention Worker series, this is the journey level classification. The position monitors and records juvenile offender behavior, works with community partners to meet the needs of juvenile offenders and coordinates daily activities for a detention facility.

SUPERVISION RECEIVED: Works under the general supervision of the Detention Manager who assigns work, establishes goals and reviews work for conformance to established standards and statutes. This position also receives general instruction, technical support and functional direction from the Detention Worker III employees.

SUPERVISION EXERCISED: Supervision of employees is not a normal responsibility in this classification; however, an experienced employee may function as a lead worker; plan shift activities; assist in the selection and with the training of new staff, volunteers and practicum students.

ESSENTIAL FUNCTIONS: A person employed in this classification must possess the capability to perform the following duties to be considered for and to remain in this position. The duties are essential functions requiring the critical skills and expertise needed to meet job objectives. Additional specific details of these essential functions may be provided by the specific office or department job announcement, if applicable.

1. Supervise juveniles and participate in the daily work, recreational and educational activities including but not limited to the following: educational instruction; ensuring facility and community safety; observing, enforcing and directing juveniles on rules and regulations; insuring provision of daily living needs (food and shelter) and safety; all within a positive skill orientated environment.
2. Make decisions regarding the detainment of juveniles; perform intake duties, complete all necessary paperwork, perform Law Enforcement Data System (LEDS) and Juvenile Justice Information System (JJIS) entries, conduct cursory and comprehensive searches, and conduct assessments.
3. Maintain security of the facility; conduct security checks and searches; perform outside transports; and monitor visitors, support personnel and volunteers while in the facility.
4. Interview and assess the needs of youth and families. May prepare reports for case records and Juvenile Court and to file and present petitions alleging law violations.
5. Complete, update and maintain case plans for youth. Coordinate with community resources to aid and assist in case planning for youth. Organize and facilitate meetings and appointments with outside agencies, probation officers, victims and families.

6. Maintain a clean facility and instruct juveniles on proper cleaning methods; complete minor maintenance when needed; report maintenance issues.
7. Provide group and individual competency development. Assist juveniles in making appropriate behavioral and cognitive changes through assessments and observations. Assist youth in developing short and long term goals. Observe and accurately record youth behavior.
8. Provide crisis intervention; respond to emergency situations and interact to diffuse aggressive situations; handle difficult and specialized discipline problems by using correction's techniques and controls. Provide information and assistance to medical personnel, distribute medication, and provide first responder assistance for medical emergencies.
9. Attend and participate in regularly scheduled staff meetings and trainings. Provide open and thorough verbal and written communication and data entry through staff meetings, the County network, JJIS, log entries, overlap meetings and direct shift communication with particular emphasis on safe and secure operation of the facility. Perform clerical duties as necessary.
10. Demonstrate a positive role model to other staff and juveniles; maintain a neat personal appearance. Exhibit a positive and courteous attitude when working with other staff, juveniles, outside agencies, visitors and the members of the community. Act as a resource to the community and department.
11. Develop and maintain effective, harmonious and reasonable work relationships with others.
12. Maintain regular and predictable work attendance.

OTHER FUNCTIONS: This classification covers the most significant essential functions performed by an employee in this position, but it does not include other occasional work, which may be similar to, related to, or a logical assignment of this position.

RECRUITING REQUIREMENTS: (Additional specific details may be provided by the specific office or department job announcement, if applicable).

KNOWLEDGE, SKILLS AND ABILITIES: Knowledge of juvenile offender behavior, risk reduction, assessment and case planning techniques. Knowledge of juvenile laws in the State of Oregon, knowledge of security procedures and first aid, of crisis intervention, risk reduction techniques designed to assist juveniles in assessing and developing pro-social and positive behavior patterns. Ability to work with youth, families and community partners in skill development and transition. Ability to implement techniques with juvenile offenders in a group setting and on an individual basis, ability to communicate effectively in both oral and written form, ability to work with individuals from a variety of socio-economic backgrounds, ability to develop effective working relationships with staff and the public, ability to use sound, practical and fair judgment in assessment and decision making.

EXPERIENCE, EDUCATION AND TRAINING: Must have two years of college with course work in corrections or a related field plus two years of experience dealing with juveniles in a detention facility, group home setting, or in working with juvenile offenders; or any satisfactory equivalent combination of experience, education and training which demonstrates the ability to perform the work described.

NECESSARY SPECIAL REQUIREMENTS: Must possess or obtain within 30 days of hire, a valid Class C Oregon Driver's License and an acceptable driving record. (This requirement may be modified under exceptional circumstances.) Must obtain certification through Oregon Juvenile Department Directors Association as detention worker within the first twelve (12) months of employment. In addition, CPR First Aid and JJIS certifications must be obtained within the first six (6) months of employment. The LEDS and JJIS Certification must be maintained as a condition of employment.

PHYSICAL DEMANDS AND WORK ENVIRONMENT: Work is generally performed indoors in a detention facility environment and is essentially sedentary in nature. The work requirements include the ability to see, talk and hear; sit and stand; walk; use hands to finger, handle or operate objects, tools or controls; reach with hands and arms and lift or move thirty (30) pounds. Some work assignments directly involve the safety and security of the detention facility and may require physically restraining angry and hostile juveniles.