

## Juvenile Attendant

### Nature of Work

This is responsible work involving the intake and supervision of juvenile offenders taken into custody in Hamblen County. Activities associated with the job include processing forms and other documentation required by county policies, procedures and state regulations to induct a juvenile into custody, monitor offenders while in the facility and perform routine observation and housekeeping activities. Incumbents are occasionally subject to potentially volatile situations involving juvenile offenders, associates and family members. Job related duties required good organizational, interpersonal and decision making skills, sufficient strength and agility to perform the physically demanding aspects of the job and react quickly to emergency situations and the ability to consistently comply with established operational policies and procedures. Job performance is evaluated by the Juvenile Court Services Director through review of the effectiveness of intake and holding operations, supervision and control of juvenile offenders, compliance with established policies and procedures, organizational, interpersonal and decision making skills and cleanliness of the facility.

### Illustrative Examples of Work

- Processes necessary paperwork and conducts the intake of juvenile offenders into a juvenile detention facility (Temporary Holding Resource Center - non-secure with secure capacity).
- Conducts searches of juvenile offenders upon intake to inspect for weapons, illegal drugs, injuries, etc.
- Explains the Temporary Holding Resource Center (THRC) policies and procedures to juveniles taken into custody and notifies them of their rights and responsibilities.
- Completes forms and documentation required by federal and state laws and regulations, and departmental policies and procedures.
- Determines the status of juveniles taken into custody to determine outstanding charges, orders of protection, custody status, etc.
- Supervises juvenile offenders taken into custody to ensure their safety and well being.
- Ensures the proper administration and documentation of prescribed medicine(s) for detained juveniles.
- Documents daily activities of the Temporary Holding Resource Center on log sheets at least every 30 minutes.
- Performs various administrative tasks including answering the telephone, copying files, etc.
- Maintains and cleans the Temporary Holding Resource Center.
- Provides meals and snacks as required.
- Launders clothing for children taken into custody and linens used in the THRC.
- Interacts with correctional officers, family members, guardians, counselors and associates of juveniles taken into custody.
- Performs related duties as required.

## **Necessary Requirements of Work**

Graduation from an accredited high school, experience working in correctional or juvenile detention facilities; ability to interact effectively with juveniles, co-workers and the public; good decision making and organizational skills; sufficient strength and agility to perform the physically demanding aspects of the job and react quickly to emergency situations; ability to comply with operational policies and procedures; training in basic first aide and CPR; knowledge of acceptable cleaning and sanitization practices; or any equivalent combination of education and/or experience to provide the following knowledge, abilities and skills:

- Knowledge of federal, state, and local laws, regulations, and guidelines pertaining to the intake and custody of juvenile offenders.
- Knowledge of the sanitary requirements and maintenance standards for a juvenile correctional facility.
- Knowledge of basic first aide, universal precautions for exposure to blood borne pathogens and CPR.
- Ability to make timely and appropriate decisions in response to emergency and/or crisis situations.
- Ability to consistently comply with established operational policies and procedures pertaining to the temporary holding facility.
- Ability to interact effectively with juveniles, correctional officers, family members and the public.
- Ability to generate and maintain required documentation for detention facility intake and operations.
- Ability to perform the physically demanding aspects of the job and react quickly to emergency situations.

## **Necessary Special Requirements**

- Must maintain a current CPR (adult & infant) and First Aide Certification (Red Cross Preferred).
- Must attend a minimum of 24 in-service training hours annually.
- Must successfully pass a criminal background check.

## **Physical Requirements**

- This is light to medium work requiring moderate static, explosive, dynamic and trunk strength and requiring the exertion of up to 50 pounds of force occasionally and up to 10 pounds of force frequently to move objects
- Work requires considerable flexibility, mobility and speed of limb movement
- Work requires moderate effort and stamina
- Work requires both gross body equilibrium and coordination for balancing, bending,

- stooping, kneeling and walking
- Work requires considerable arm/ hand steadiness and manual and finger dexterity
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word
- Hearing is required to perceive information in both quiet and noisy environments and determine the direction of sounds
- Visual acuity is required for the inspection of small defects and/or small parts, use of measuring devices, operation of office equipment, determining the accuracy and thoroughness of work, color differentiation, and observing general surroundings and activities
- The worker is subject to inside and outside environmental conditions, temperature extremes, bodily fluids and slippery surfaces.