



DALLAS COUNTY JOB DESCRIPTION

Job Title:	Juvenile Residential Officer III	Job Code:	502130	Job Grade:	CC
Reports To:	Juvenile Residential Supervisor	Pos. No:	Various	FLSA Code:	N
Department:	Juvenile	Loc. Code:	Various	SIC Code:	9223
				WC Code:	8810
Division:	Emergency Shelter, Youth Village & Letot	CS Code:	C-JD	EEO Code:	B11

Summary of Functions: Functions as a lead Juvenile Residential Officer in providing direct supervision to youths in a 24-hour residential facility and assists in the development and evaluation of residential programs.

Management Scope: May assume divisional responsibility in the absence of the shift supervisor.

Duties and Responsibilities:	% of Time	Essential Non-essential
1. Provides direct day-to-day supervision to youths in a 24-hour residential facility in a manner that ensures the health, safety and welfare of each youth.	20	E
2. Functions as a lead juvenile residential officer and assumes divisional responsibility in the absence of the shift supervisor.	15	E
3. Provides individual and group counseling to all youths to promote and increase personal awareness of responsibilities and alternatives.	15	E
4. Provides critical and sound judgement and decisions during crisis or potentially dangerous situations, conducts crisis intervention counseling and notifies the supervisor of concerns.	15	E
5. Disciplines youths by enforcing the rules of the facility, documents behavior and other specific information and forwards to appropriate personnel.	10	E
6. Trains and evaluates staff and maintains time and attendance records in the absence of a shift supervisor.	05	N
7. Transports youths to and from appointments.	05	N
8. Serves as back-up to staff and assumes all duties as necessary, i.e., administering medications, transporting youths to appointments, processing intake assessments or discharges, and disciplining youths. Must be physically able to perform "handling with care techniques, including takedowns, chasing and restraining youth" as outlined in the Texas Juvenile Justice Department (TJJD) requirement.	05	N
9. Conducts inspections, rounds and drills, which include room checks and physical searches of youths.	05	N

Minimum Qualifications:

Education, Experience and Training:

Education and experience equivalent to an Associate’s degree from an accredited college or university in Criminology, Corrections, Counseling, Law, Social Work, Psychology, Sociology, Cultural Anthropology, Business Management, Public Administration, or in a job related field of study. Two (2) years of work related experience.

Special Requirements/Knowledge, Skills & Abilities:

Ability to effectively communicate, both verbally and in writing, and establish and maintain effective working relationships with employees, departments and the general public. Must have current Red Cross First Aid/CPR certification or obtain within 90 days of hire. Must maintain 40 hours of training yearly. Must be certified as required by applicable standards of the facility/department assigned. Must possess a valid Texas driver’s license, with a good driving record. Must pass an extensive background investigation. Mandatory drug testing prior to employment and will be subject to random, unannounced drug and/or alcohol testing during employment. The employee will also be subject to shift changes.

- *“Position requires working with juveniles who may have committed dangerous/ aggressive acts; should possess a high tolerance for working in an emotionally demanding/stressful work environment.”*
- An employee may be transferred to another department, shift, location, or facility based on the needs of the Department.
- Working in a 24-hour facility may make the employee subject to working mandatory overtime or remaining on duty and working all, or a part of, an additional shift (“double shift”).
- The incumbent is / may be considered to be ‘essential personnel’ subject to being held over or called back to a work location or alternate site at all times. When required, you will be notified by your supervisor.
- Must be at least 21 years of age (for applicable positions) and must pass all portions (physical/written) of the Juvenile Academy to continue employment or all standards related to PREA and Ethics for specific positions.

Physical/Environmental Requirements:

Works inside a secured facility with potential exposure to hepatitis, tuberculosis, lice and other diseases. Ability to restrain and/or chase youths in accordance with policies. May be required to utilize vehicle to transport youths.

Hay Points/Point Factor:

KH: DI3 152 pts, PS: C2 (22%) 38 pts, AC: C1C 43 pts, TTL: 233 pts, KH/PS/AC: 68-15-17, Profile: +1

Supervisor Signature _____

Date _____

Reviewed by Human Resources/Civil Service on

Date 03/05

Approved by Civil Service Commission on

Date 04/18/05

This job description shows typical requirements of a position within this classification. This description is not intended to be all-inclusive. Individual positions may vary slightly in functions, job dimensions and requirements. Any percentage of time included on each function is only an estimate and may change depending on the specific departmental tasks. Candidates whose disabilities make them unable to meet these requirements will still be considered fully qualified if they can perform the Essential Functions of the job with reasonable accommodation.