

JUVENILE BOARD

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Judge, 418th Judicial District
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Judge, 435th Judicial District

BRUCE GUSLER,
Director



**MONTGOMERY COUNTY
OLEN UNDERWOOD JUVENILE JUSTICE
CENTER
200 ACADEMY DRIVE
CONROE, TEXAS 77301**

JUVENILE BOARD

DENNIS WATSON,
Judge, County Court at Law No. 1
CLAUDIA LAIRD,
Judge, County Court at Law No. 2
PATRICE McDONALD,
Judge, County Court at Law No. 3
MARY ANN TURNER,
Judge, County Court at Law No. 4
KEITH M. STEWART,
Judge, County Court at Law No. CRAIG
DOYAL,
County Judge

**Phone (936) 760-5805
Fax (936) 760-5851**

**JOB POSTING
Continuous Posting**

JOB TITLE: Juvenile Supervision Officer -Substitute

SALARY: \$16.69/hour

An unofficial Job Description outlining the basic responsibilities and requirements is attached.

OFFICIAL DEPARTMENT APPLICATION MUST BE SUBMITTED TO:

**HR Specialist
200 Academy Drive
Conroe, TX 77301**

**Phone (936) 538-3485
Fax (936) 538-3461**

APPLICATIONS WILL BE ACCEPTED UNTIL FILLED

AFTER RECEIVING A CONDITIONAL OFFER OF EMPLOYMENT, ALL APPLICANTS MUST PASS A DRUG SCREEN BEFORE THEY BECOME EMPLOYEES OF MONTGOMERY COUNTY. HALF THE COST OF THE TEST WILL BE THE APPLICANTS RESPONSIBILITY.

ALL MONTGOMERY COUNTY WORKPLACES ARE TOBACCO FREE.

THE MONTGOMERY COUNTY JUVENILE PROBATION DEPARTMENT IS AN EQUAL OPPORTUNITY EMPLOYER.

**MONTGOMERY COUNTY
JUVENILE PROBATION DEPARTMENT**

JOB TITLE: Juvenile Supervision Officer -Substitute

SALARY: \$16.69/hour

BASIC RESPONSIBILITIES:

Under the direction of the Assistant Deputy Director of Detention, the Juvenile Supervision Officer will direct the activities of detained youth in all areas of programming. He/she will also perform admission and screening duties at designated times.

EXAMPLES OF DUTIES:

- Maintain a safe, secure detention atmosphere
- Attend to children's emotional and physical needs
- Monitor group dynamics to prevent fighting and escape attempts
- Mediate disagreements between detainees
- Supervise youth during chores, meal time, showers, recreation, sleeping hours and free time
- Strip search/frisk search detainees as required
- Conduct facility searches
- Monitor detainees every 15 minutes during sleeping hours
- Restrain out of control youth
- Screen visitors
- Receive youth from law enforcement officers
- Be knowledgeable of the Texas Penal Code, Family Code and Detention Standards
- Complete necessary paperwork on referrals
- Make decisions regarding the detention, or release to parents, or placement in a temporary shelter of referral
- Provide individual/group/crisis counseling to detained youth

- Develop and direct programs in academics, arts and crafts, group projects, recreation, life skills and group rap
- Write behavior observation reports on each detainee on a daily basis
- Maintain Daily Detention Sheets regarding the total number of detained children and the name, sex and referring offense of each child
- Evaluate each child's behavior in regard to the behavior modification system utilized in detention
- Maintain a log book of day-to-day events in the detention center
- Chart each child's progress through the detention program
- Maintain a suicide watch on children that exhibit self-destructive tendencies
- Communicate with the caseworker concerning the child's health needs
- Administer and record all medication needed by a child
- Maintain a written inventory of all items used by detainees. (i.e. pens, pencils, arts and crafts supplies etc.)
- Enter data into the computer on a daily basis
- Transport children to placement and TYC facilities as needed
- Perform first aid/CPR on detainees in an emergency situation
- Serve summons to juvenile offenders and their families as needed
- Aid in court security when needed
- Maintain and organize files on each detainee
- Provide crisis counseling to individuals calling after hours and refer them to the appropriate agency when necessary
- Assist other department personnel as needed
- Perform housekeeping tasks, such as laundry
- Maintain clean condition of facility in an orderly manner
- Maintain daily record of visitors
- Maintain an adequate supply of detention folders and intake packets
- Maintain proper communication with detention management as it pertains to outside work or school schedules to assist in determining availability

- Able to be “on call” and available on short notice in emergency situations
- Ability to lift a minimum of 25 lbs.
- Ability to participate in the physical / mechanical restraint of an out of control youth
- Perform other duties as they are assigned

REQUIREMENTS

Training and Experience:

- High school graduate

Special Knowledge, Skills and Abilities:

- Commitment to the department’s vision of developing people to their full potential
- The detention worker should be able to live comfortably with children of adolescent age
- The detention worker should have and/or develop enough intellectual curiosity about the child to want to learn about his/her behavior
- The detention worker should have a sense of humor without sarcasm
- The detention worker should be imaginative and resourceful
- The detention worker should neither be afraid of the children nor be naive concerning them
- The detention worker must be emotionally mature enough to be able to take the distrust, antagonism, and uncontrollable behavior of the detained child without fear and without the need to retaliate or to inflict punishment upon the child
- The detention worker must be able to work harmoniously with all staff
- The detention worker must be knowledgeable of principles and techniques of social casework
- The detention worker should have a genuinely cheerful nature
- The detention worker must be able to work long and unusual hours and be able to accept or fulfill any task which is necessary in maintaining the efficient operation of the Detention Center
- The detention worker must be objective about him/herself and the job, about the children and his/her fellow staff members

Additional Requirements

- Must have a telephone number at which they can be reached
- Must possess a valid Texas Driver's License (if employee is coming to this department from another state, this requirement must be met no later than thirty (30) days following the date of employment)
- Must be able to pass physical agility test