

PART-TIME CORRECTIONS WORKER
For RTP, NSDU & SDU
JOB DESCRIPTION

The Part-time Corrections Worker (CW) is an hourly paid position utilized as operational needs of the Program/Unit necessitate to fulfill the units need for additional staffing. The Part-time CW is directly supervised by the Unit Supervisor. Pre-requisites for this position include: the ability to work with others; acceptable written and verbal communication skills; relevant education or work experience; a desire to work with youth in a custodial/correctional setting and appropriate role model projection for youth. Per Minnesota rule 2960.0240, persons in this position must also be at least 21 years old. Persons older than 18 years old but younger than 21 years old may be employed if they are enrolled or have completed course work in a post secondary education program to pursue a degree in a behavioral science.

The Part-time CW shall in the exercise of duties adhere to established Unit and facility policies and procedures.

The Part-time CW performs the following duties under the supervision and direction of the Unit Supervisor and Full-time Corrections Workers:

1. Assumes line supervisory responsibility for the management and supervision of Program/Unit youth. The Part-time CW shall be responsible for carrying out all aspects related to the daily routine and schedule of youth. This includes but is not limited to: supervision of youth in the completion of restitution/community service work hours; supervision of youth group and individual recreational activities, as planned and directed by the Program/Unit professional staff; provide for the maintenance and upkeep of all Unit areas.
2. Supervises youth in crisis on a continuum from verbal non-physical intervention to physical intervention and restraint, in compliance with the Center's use of force Policy and Procedures. The goal of such intervention is to manage the youth's behavior, protect persons and property, de-escalate the situation and assist the youth in developing appropriate interpersonal skills.
3. Attends and participates in scheduled staff meetings for training and other purposes. Is punctual and reports for work as scheduled by the Unit Supervisor.
4. Maintain, monitor and process all necessary records representative of youth files, including but not limited to: intake and receiving information; unusual occurrence reports; individual counseling records; personal property inventory; record of prescription medication; behavior review forms.
5. Ensure the maintenance of all necessary records related to Unit and facility operation, including but not limited to: youth individual logs; staff log; supplies log; activities log; visitor's log; telephone log.
6. Transports youth to court, medical appointments, and other appointments as directed.
7. Assists Program professional staff in developing and implementing youth programming and disciplinary plans.
8. Carries out other duties as may be assigned by the supervisory staff. The duties of this position may be changed or added to as the needs of the NWJC change.

As a condition of employment, upon hire, the Part-time CW must have a valid State of Minnesota Class D driver's license (or its equivalent from another state). The Part-time CW shall also be required to obtain appropriate Certifications in American heart Association First Aid, Cardio-Pulmonary Resuscitation (CPR), and approved Controlled Force and Personal Safety Training within six months of the date of hire. All required licenses and certifications must be kept current and maintained throughout the employee's period of employment.

The Part-time CW is also required to obtain a minimum of 20 hours (24 hours in NS) of continuing education/training per year. Such training is to include review of the Centers Emergency Policies and Procedures as well as training regarding dispensing of medication to youth clientele.

The goals of the Part-time Corrections Worker position are; encourage positive and non-threatening behavior among Program/Unit youth, ensure that Program/Unit youth comply with orders of the courts, provide daily supervision and guidance to Program/Unit youth in the completion of the daily routine and programming expectations, and hold Program/Unit youth accountable for their behaviors. To accomplish these goals the CW is expected to, act as an appropriate role model by demonstrating appropriate/acceptable behaviors and attitudes, utilize crisis intervention techniques, utilize youth group dynamics, and enforce the rules and daily expectations of the Program/Unit.

The Part-time CW will need to be on site to perform job duties unless otherwise directed by their Supervisor/Program Director.

The Part-time Corrections Worker position is that of an "At Will Employee". This position has a 300 hour initial period during which the employee will be evaluated for continuation of employment. Subsequent evaluations of job performance will be completed on the anniversary date of hire; such evaluation shall be used to determine merit pay increases. As a condition of employment the Part-time CW will accept direction and supervision from supervisory staff and will refrain from behavior contrary to maintaining the integrity and orderly operation of Northwestern Minnesota Juvenile Center. Integrity, honesty and truthfulness in the performance of all job duty specifics is a requirement of this position.

RESIDENTIAL TREATMENT PROGRAM (RTP) CORRECTIONS WORKER JOB DESCRIPTION

The RTP Corrections Worker (CW) is a full-time line supervisory position. The RTP CW is directly supervised by the RTP Supervisor and RTP Director. A four year degree is preferable (but not required) or experience working with youth in a custodial/correctional setting. This position also requires the ability to work with others and to possess effective written and verbal communication skills. This position provides support to the Unit professional staff through the daily supervision of Unit youth and ensuring that youth meet programming expectations and orders of the court. Per Minnesota rule 2960.0240, persons in this position must also be at least 21 years old. Persons older than 18 years old but younger than 21 years old may be employed if they are enrolled or have completed course work in a post-secondary education program to pursue a degree in a behavioral science.

Under the supervision and direction of the RTP Supervisor, RTP CW responsibilities include supervision of part-time RTP Corrections Workers in the daily completion of their assigned duties. The RTP CW will adhere to established Program and facility policies and procedures and ensure that part-time CW's also adhere to such policies and procedures.

The RTP Corrections Worker performs the following duties under the supervision and direction of the RTP Supervisor and RTP Director:

1. Assumes line supervisory responsibility for the management and supervision of Program youth. The RTP CW shall be responsible for carrying out all aspects related to the daily routine and schedule of RTP youth. This includes but is not limited to: supervision of youth in the completion of restitution/community service work hours; supervision of youth group and individual recreational activities, as planned and directed by the Program professional staff; provide for the maintenance and upkeep of all Program areas.
2. Supervises youth in crisis on a continuum from verbal non-physical intervention to physical intervention and restraint, in compliance with the Center's use of force Policy and Procedures. The goal of such intervention is to manage the youth's behavior, protect persons and property, de-escalate the situation and assist the youth in developing appropriate interpersonal skills.
3. Attends and participates in all scheduled staff meetings for training and other purposes. Is punctual and reports for work as scheduled by the RTP Supervisor.
4. Maintain, monitor and process all necessary records representative of Program youth files, including but not limited to: intake and receiving information; unusual occurrence reports; individual counseling records; personal property inventory; record of prescription medication; behavior review forms.
5. Ensure the maintenance of all necessary records related to Program and facility operation, including but not limited to: youth individual logs; staff log; supplies log; activities log; visitor's log; telephone log.
6. Transports youth to court, medical appointments, and other appointments as directed.

7. Assists/fills in for Program professional staff in assuming temporary responsibility for maintenance of RTP Case Manager caseloads and associated responsibilities and other functions as directed by the Supervisor.

8. Assists Program professional staff in developing and implementing youth programming and disciplinary plans.

9. Serves as on-call staff on a rotating basis with other Program staff.

10. Carries out other duties as may be assigned by the RTP Supervisor or RTP Director. The duties of this position may be changed or added to as the needs of NWJC change.

As a condition of employment upon hire the RTP CW must have a valid State of Minnesota Class D driver's license (or its equivalent from another state). The RTP CW shall also be required to obtain appropriate Certifications in American Heart Association First Aid, Cardio-Pulmonary Resuscitation (CPR), and approved Crisis Intervention and Restraint/Personal Safety Training within six months of the date of hire. All required licenses and certifications must be kept current and maintained throughout the employee's period of employment.

The RTP CW is also required to obtain a minimum of forty hours of continuing education/training per year. Such training is to include review of the Centers Emergency Policies and Procedures as well as training regarding dispensing of medication to youth clientele.

The goals of the RTP Corrections Worker position are; encourage positive and non-threatening behavior among Program youth, ensure that Program youth comply with orders of the courts, provide daily supervision and guidance to Program youth in the completion of the daily routine and programming expectations, and hold Program youth accountable for their behaviors. To accomplish these goals the RTP Corrections Worker is expected to, act as an appropriate role model by demonstrating appropriate/acceptable behaviors and attitudes, utilize crisis intervention techniques, utilize youth group dynamics, and enforce the rules and daily expectations of the Program's programming.

The RTP CW will need to be on site to perform job duties unless otherwise directed by the RTP Director.

The RTP Corrections Worker position is that of an "At Will Employee". This position has a six month initial period during which the employee will be evaluated for continuation of employment. Subsequent evaluations of job performance will be completed on the anniversary date of hire; such evaluation shall be used to determine merit pay increases. As a condition of employment the RTP Corrections Worker will accept direction from supervisory staff and will refrain from behavior contrary to maintaining the integrity and orderly operation of Northwestern Minnesota Juvenile Center. Integrity, honesty and truthfulness in the performance of all job duty specifics is a requirement of this position.

NON-SECURE DETENTION UNIT (NSDU) CORRECTIONS WORKER JOB DESCRIPTION

The Non-secure Detention Unit (NSDU) Corrections Worker (CW) is a full-time line supervisory position. The NSDU CW is directly supervised by the NSDU Director and NSDU Supervisor. A four year degree is preferable (but not required) or experience working with youth in a custodial/correctional setting. This position also requires the ability work to with others and effective written and verbal communication skills. This position provides support to the Unit professional staff through the daily supervision of Unit youth and ensuring that youth meet programming expectations and orders of the court. Per Minnesota rule 2960.0240, persons in this position must also be at least 21 years old. Persons older than 18 years old but younger than 21 years old may be employed if they are enrolled or have completed course work in a post-secondary education program to pursue a degree in a behavioral science.

Under the supervision and direction of the NSDU Supervisor, NSDU CW responsibilities include supervision of part-time NSDU Corrections Workers in the daily completion of their assigned duties. The NSDU CW will adhere to established Unit and facility policies and procedures and ensure that part-time CW's also adhere to such policies and procedures.

The NSDU Corrections Worker performs the following duties under the supervision and direction of the NSDU Supervisor and NSDU Director:

1. Assumes line supervisory responsibility for the management and supervision of Unit youth. The NSDU CW shall be responsible for carrying out all aspects related to the daily routine and schedule of NSDU youth. This includes but is not limited to: supervision of youth in the completion of restitution/community service work hours; supervision of youth group and individual recreational activities, as planned and directed by the Unit professional staff; provide for the maintenance and upkeep of all Unit areas.
2. Supervises youth in crisis on a continuum from verbal non-physical intervention to physical intervention and restraint, in compliance with the Center's use of force Policy and Procedures. The goal of such intervention is to manage the youth's behavior, protect persons and property, de-escalate the situation and assist the youth in developing appropriate interpersonal skills.
3. Attends and participates in all scheduled staff meetings for training and other purposes. Is punctual and reports for work as scheduled by the NSDU Supervisor. The NSDU CW will need to be on site to perform job duties unless otherwise directed by their supervisor.
4. Maintain, monitor and process all necessary records representative of Unit youth files, including but not limited to: intake and receiving information; unusual occurrence reports; individual counseling records; personal property inventory; record of prescription medication; behavior review forms.
5. Ensure the maintenance of all necessary records related to Unit and facility operation, including but not limited to: youth individual logs; staff log; supplies log; activities log; visitor's log; telephone log.
6. Transports youth to court, medical appointments, and other appointments as directed.
7. Assists/fills in for Unit professional staff in assuming temporary responsibility for maintenance of NSDU Case Manager caseloads and associated responsibilities and other functions as directed by

the Supervisor.

8. Assists Unit professional staff in developing and implementing youth programming and disciplinary plans.

9. Serves as on-call staff on a rotating basis with this Unit's staff.

10. Carries out other duties as may be assigned by the NSDU Supervisor or NSDU Director. The duties of this position may be changed or added to as the needs of the NWJC change.

As a condition of employment upon hire the NSDU CW must have a valid State of Minnesota Class D driver's license (or its equivalent from another state). The NSDU CW shall also be required to obtain appropriate Certifications in American Heart Association First Aid, Cardio-Pulmonary Resuscitation (CPR), and approved Crisis Intervention and Restraint/Personal Safety Training within six months of the date of hire. All required licenses and certifications must be kept current and maintained throughout the employee's period of employment.

The NSDU CW is also required to obtain a minimum of forty hours of continuing education/training per year. Such training is to include review of the Centers Emergency Policies and Procedures as well as training regarding dispensing of medication to youth clientele.

The goals of the NSDU Corrections Worker position are; encourage positive and non-threatening behavior among Unit youth, ensure that Unit youth comply with orders of the courts, provide daily supervision and guidance to Unit youth in the completion of the daily routine and programming expectations, and hold Unit youth accountable for their behaviors. To accomplish these goals the NSDU Corrections Worker is expected to, act as an appropriate role model by demonstrating appropriate/acceptable behaviors and attitudes, utilize crisis intervention techniques, utilize youth group dynamics, and enforce the rules and daily expectations of this Unit's programming.

The NSDU Corrections Worker will need to be on-site to perform job duties unless otherwise directed by their supervisor.

The NSDU Corrections Worker position is that of an "At Will Employee". This position has a six month initial period during which the employee will be evaluated for continuation of employment. Subsequent evaluations of job performance will be completed on the anniversary date of hire; such evaluation shall be used to determine merit pay increases. As a condition of employment the NSDU Corrections Worker will accept direction from supervisory staff and will refrain from behavior contrary to maintaining the integrity and orderly operation of the Northwestern Minnesota Juvenile Center. Integrity, honesty and truthfulness in the performance of all job duty specifics is a requirement of this position.

SECURE DETENTION UNIT (SDU) CORRECTIONS WORKER JOB DESCRIPTION

The SDU Full-time Corrections Worker (CW) is a full-time line supervisory position. The SDU Full-time CW is directly supervised by the SDU Supervisor and SDU Director. A four year degree is preferable (but not required) or experience working with youth in a custodial/correctional setting. This position also requires the ability work to with others and use effective written and verbal communication skills. This position provides support to the Unit professional staff through the daily supervision of Unit youth and ensuring that youth meet programming expectations and orders of the court. Per Minnesota rule 2960.0240, persons in this position must also be at least 21 years old. Persons older than 18 years old but younger than 21 years old may be employed if they are enrolled or have completed course work in a post-secondary education program to pursue a degree in a behavioral science.

Under the supervision and direction of the SDU Director, SDU Full-time CW responsibilities include supervision of SDU Part-time Corrections Workers in the daily completion of their assigned duties. The SDU Full-time CW will adhere to established Unit and facility policies and procedures and ensure that part-time CW's also adhere to such policies and procedures.

The SDU Full-time Corrections Worker performs the following duties under the supervision and direction of the SDU Supervisor and SDU Director:

1. Assumes line supervisory responsibility for the management and supervision of Unit youth. The SDU Full-time CW shall be responsible for carrying out all aspects related to the daily routine and schedule of SDU youth. This includes but is not limited to: supervision of youth in the completion of restitution/community service work hours; supervision of youth group and individual recreational activities, as planned and directed by the Unit professional staff; provide for the maintenance and upkeep of all Unit areas.
2. Supervises youth in crisis on a continuum from verbal non-physical intervention to physical intervention and restraint, in compliance with the Center's use of force Policy and Procedures. The goal of such intervention is to manage the youth's behavior, protect persons and property, de-escalate the situation and assist the youth in developing appropriate interpersonal skills.
3. Attends and participates in all scheduled staff meetings for training and other purposes. Is punctual and reports for work as scheduled by the SDU Supervisor. The SDU Full-time CW will need to be on site to perform job duties unless otherwise directed by their supervisor.
4. Maintain a caseload of clients detained in the SDU; provide counseling to SDU clients, correspond with the courts and agencies involved in clients placement, carry out orders of the court, prepare client Temporary Detention Evaluations, counseling notes and other documentation as required.
5. Ensure the maintenance of all necessary records related to Unit and facility operation, including but not limited to: youth individual logs; staff log; supplies log; activities log; visitor's log; telephone log.
6. Transports youth to court, medical appointments, and other appointments as directed.
7. Assist/fill in for Unit professional staff in assuming temporary responsibility for maintenance of SDU Case Manager caseload and associated responsibilities and other functions as directed by the

SDU Supervisor.

8. Assists Unit professional staff in developing and implementing youth programming and disciplinary plans.

9. Serves as on-call staff on a rotating basis with this Unit's staff.

10. Carries out other duties as may be assigned by the SDU Supervisor or SDU Director. The duties of this position may be changed or added to as the needs of the NWJC change.

As a condition of employment upon hire the SDU CW must have a valid State of Minnesota Class D driver's license (or its equivalent from another state). The SDU CW shall also be required to obtain appropriate Certifications in American Heart Association First Aid, Cardio-Pulmonary Resuscitation (CPR), and approved Crisis Intervention and Restraint/Personal Safety Training within six months of the date of hire. All required licenses and certifications must be kept current and maintained throughout the employee's period of employment.

The SDU Full-time CW is also required to obtain a minimum of forty hours of continuing education/training per year. Such training is to include review of the Centers Emergency Policies and Procedures as well as training regarding dispensing of medication to youth clientele.

The goals of the SDU Full-time Corrections Worker position are; encourage positive and non-threatening behavior among Unit youth, ensure that Unit youth comply with orders of the courts, provide daily supervision and guidance to Unit youth in the completion of the daily routine and programming expectations, and hold Unit youth accountable for their behaviors. To accomplish these goals the SDU Full-time Corrections Worker is expected to, act as an appropriate role model by demonstrating appropriate/acceptable behaviors and attitudes, utilize crisis intervention techniques, utilize youth group dynamics, and enforce the rules and daily expectations of this Unit's programming.

The SDU Full-time Corrections Worker will need to be on site to perform job duties unless otherwise directed by their supervisor.

The SDU Full-time Corrections Worker position is that of an "At Will Employee". This position has a six month initial period during which the employee will be evaluated for continuation of employment. Subsequent evaluations of job performance will be completed on the anniversary date of hire; such evaluation shall be used to determine merit pay increases. As a condition of employment the SDU Full-time Corrections Worker will accept direction from supervisory staff and will refrain from behavior contrary to maintaining the integrity and orderly operation of the Northwest Minnesota Juvenile Center. Integrity, honesty and truthfulness in the performance of all job duty specifics is a requirement of this position.