

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.