

**TWENTY-SECOND JUDICIAL CIRCUIT OF MISSOURI
FAMILY COURT - JUVENILE DIVISION
920 N. Vandeventer
St. Louis, MO 63108**

November 16, 2016
JOB OPENING

TITLE: YOUTH LEADER SPECIALIST I/II

QUALIFICATIONS: Must possess a high school diploma or its equivalent with some institution or agency experience in adolescent care. Good writing and verbal skills. Must be 21 years of age. Mandatory child/abuse neglect and police record check. Drug screen and physical required upon job offer.

DUTIES: Juvenile Detention Guard to provide continual direct supervision of groups of detained youth ages 10-17 in a secure detention facility. Juveniles are detained by Court Order for law violations. Shift work, weekends, and holiday work required.

Youth Leader Specialist I Starting Salary: \$28,278
(City-Paid Position) Salary Range: \$28,278 – \$42, 224

Youth Leader Specialist II (Applies if applicant has a Bachelor's Degree from an Accredited University).
(City-Paid Position) Starting Salary: \$30,735
Salary Range: \$30,735 - \$45,941

CLOSING DATE: Please submit resumes by Friday, December 9, 2016, 5:00 pm; however, resumes will be accepted continuously for vacancies as they occur. Resumes for current vacancies will be reviewed after December 9, 2016.

SEND RESUME AND ACADEMIC TRANSCRIPT, (if applicable), WITH COVER LETTER

COVER LETTER: Cover letter must include applicant's daytime phone number along with expression of interest in this position as well as a description of educational and experience qualifications that make him/her a good fit for this position.

SEND TO: Family Court Juvenile Division - Youth Leader Specialist I/II
920 N. Vandeventer Ave.
St. Louis, MO 63108

EOE
NO PHONE CALLS

see detailed description below

**TWENTY-SECOND JUDICIAL CIRCUIT OF MISSOURI
FAMILY COURT - JUVENILE DIVISION**

JOB DESCRIPTION

DEPARTMENT: Detention

POSITION TITLE: Youth Leader Specialist I (without a 4 year degree)
Youth Leader Specialist II (with a 4 year degree or approval through the court's YLS II program)

POSITION DEFINITION: Under the daily supervision of the Watch Supervisor (YLS-IV) or Assistant Supervisor (YLS-III). The Youth Leader I-II is a specialist in juvenile detention. Responsibilities include the admission, release and day-to-day supervision of youth in a secure Detention Center. Requires shift work on an assigned shift and at times, as needed for coverage on other shifts. Requires performing duties in a secure institutional setting subject to constant video surveillance for purposes of security and the welfare of the detained youth.

The Detention Center is a temporary holding facility for the Family Court. This position does not include casework planning or casework counseling responsibilities. The YLS staff are scheduled to work an 8 hour work day and are on duty and paid during youth meal periods.

EXAMPLES OF ESSENTIAL DUTIES:

First Shift (7:00 a.m. - 3:00 p.m.)

- Be on assigned post at the start of the shift and not leave the assigned post without prior supervisory approval.
- Participate in daily watch change conferences in the assigned residential unit.
- Check physical quarters for security, cleanliness and order.
- Conduct a visual head count of each youth assigned to the unit and maintain an accurate count of each youth throughout the watch.
- Reviews and sign logs and reports before accepting the unit at watch change.
- Comply with the Daily Unit Reference Guide in managing and supervising the youth throughout the watch and follow the posted Daily Schedule.
- Administer Progressive Discipline in a consistent manner by referring to the Posted Rules.
- Document major incidents on the Case Contact sheet and minor incidents in the unit log and on shift notes.
- Complete daily unit logs, level point sheets, and document behavioral incidents on the Case Contact Sheet.
- Conduct proper wandering when youth are confined to their individual sleeping rooms a minimum of every 15 minutes or 3 to 5 minutes for a youth on suicide watch.
- Perform thorough contraband checks and appropriate searches of the youth for security and safety throughout the shift.

- Provide adequate supervision of the youth in school, on the units and in all programs and activities.
- Transport the youth to the breakfast and lunch meals.
- Remain in the classrooms with the youth to ensure classroom safety, security and order.
- Encourage the youth to perform light housekeeping duties to help keep the unit clean and neat, including their individual rooms.
- Requisition supplies and maintenance needs for the unit.
- Keeping the YLS' office, Day Room, shower and utility areas cleaned, organized and orderly.
- Conduct Saturday morning General Cleaning.

Second Shift (3:00 p.m. - 11:00 p.m.)

- Responsible for the same duties as above, excluding a few minor exceptions and the additional duties listed below.
- Supervise the youth in the Privilege Room.
- Pass out evening snacks each night.
- Shower the youths each night.
- Make sure the unit, office, shower area, laundry room and mechanical closets are cleaned, organized and orderly.
- Thoroughly contraband each youth's individual sleeping room and conduct a proper search of each youth.
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Third Shift (11:00 p.m. - 7:00 a.m.)

- Responsible for the same duties as above, excluding a few exceptions and the additional duties listed below.
- Supervise morning wake up.
- Supervise the youth's morning hygiene.
- Make sure all youth sweep and mop their individual sleeping rooms.
- Conduct a thorough contraband of the entire unit, including the Day Room, Shower area, Laundry Room, Unit Office, Maintenance closets, etc., but not the individual sleeping rooms.

ADMISSIONS ASSIGNMENT (All Watches):

- Be on the assigned post at the start of the shift and not leave the assigned post without prior supervisory approval.
- Participate in daily watch change conferences in the Admissions Unit.
- Review and sign logs and reports before accepting the office at watch change.
- Complete an accurate head count on each unit.
- Maintain an accurate account of all keys, 2-way radios, office equipment and their corresponding logs.
- Supervise the entry and exit of all staff and outsiders to the Center and document same in the Admissions' Log.
- Provide back-up audio monitor to the residential units, especially when there is only one YLS on a unit.
- Provide reception services.
- Check physical area (office, holding rooms, showers and property room) for security, cleanliness and order.

- Perform appropriate search of all new detainees.
- Account for all personal property of youth in the presence of a Booking Officer and properly secure youth's personal property.
- Supervise all youth who are ordered to be admitted or released by the Juvenile Court.
- Shower all new detainees in and issue them proper clothing.
- Take new detainees to the Medical Unit.
- Transport youth to Admissions for doctor calls, special / initial visitation, etc.
- Maintain daily statistics of admissions and releases.
- Maintain a log of releases and returns from hospitals.

GENERAL:

- All Youth Leader Specialists may be assigned to any of these duties on any watch, as required by the duty Supervisor.
- All watches require cleaning duties.
- Youth Leader Specialists are required to attend at least 24 hours of job-related training each fiscal year, including maintaining their 1st Aid, Adult CPR and CPI certifications, as well as attend annual Suicide Awareness and Prevention training.
- When supervising a youth on special status, such as suicide precaution, medical, etc., or are in their room for any reason including sleeping, the juvenile must be visually checked not less than every 15 minutes. A youth on Suicide Watch must be visually checked every 3 to 5 minutes.
- Record 3 to 5 minute and 15 minute observations on the computerized Watchmen's System. If the Watchmen's System is not available, document the room checks on the Special Care Report or official log.
- Assist with the emergency transportation of juveniles as needed.
- Enter information into the Justice Information System as needed if working in the Admissions office.
- Regular and prompt attendance is considered an essential function of this position.
- Other Duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES: Working knowledge of adolescent behavior and an ability to enforce rules, discipline and order in a consistent and equitable manner without using unnecessary force. Must be certified in Adult CPR, 1st Aid and CPI and trained in Suicide Awareness and Prevention.

MINIMUM QUALIFICATIONS AND EDUCATIONAL REQUIREMENTS:

High School Diploma or equivalent with some institutional or agency experience in adolescent care. Must be twenty-one years or over. Employees in this position are required to give permission on an annual basis for the insurance company to run a driver's license record, as employees may have to transport a juvenile on an occasional basis. Youth Leader Specialist employees that do not drive or that are not approved for driving the court van, will still be required to transport juveniles on an occasional basis, to accompany the driver.