



JOB DESCRIPTION

<u>Position:</u>	Detention Officer
<u>Classification:</u>	Part Time, Non-Exempt, Hourly
<u>Reports To:</u>	Detention Coordinator
<u>Location:</u>	Pierceton Woods Academy

Position Description:

Responsible for providing direct care, custody, and control to the detainees of Pierceton Woods Academy in a manner consistent with Lifeline's guidelines, practices and policies.

Responsibilities

- Work as a team with Pierceton Woods Academy staff to ensure care, custody, and control of the detainees.
- Ensure the safety and security of the juveniles at the detention center by maintaining constant supervision during school, meal times, shower time, recreation time, devotional time and visitations.
- Serve as a mentor to each detainee and lead by example by demonstrating high moral and ethical standards.
- Must have the ability to receive training in handcuffing, defensive tactics, and pepper spray as well as any other training required by the Indiana Department of Corrections.
- Must have the ability to maintain order, use force when necessary, and think logically in crisis situations.
- Must be aware of all Pierceton Woods Academy guidelines, policies, and procedures, and follow them accordingly.
- Play an active role in devotional times with detainees and staff.
- Attend all regularly scheduled detention staff meetings.
- Complete work orders for maintenance issues in a timely manner.
- Promote unity and teamwork among all Pierceton Woods Academy staff and challenge detainees as well as other staff to grow spiritually.
- Communicate efficiently and maintain a good working relationship with police, placing agencies, guardians, and families served by Pierceton Woods Academy.
- Ensure that the facilities are maintained in a safe, clean, and organized manner so that they pass Local, State, and Federal inspections.
- Perform additional duties as requested or assigned by the Detention Coordinator.

Examples of Tasks

- Dispense medications as authorized and prescribed.
- Detainee intakes and releases.
- Make apprehensions at the school and/or group homes
- Assist in maintaining records on the detainees (intakes, releases, log books, medications, phone calls, etc.)
- Assist in supervising detainees during cleaning duties, school time, recreation time, shower/ hygiene time, meal times, etc.
- Tour the facilities on a daily basis to identify any new damage or unclean areas and report findings to the Detention Coordinator.
- Monitor and maintain detention cameras and security devices.
- Promptly complete Pierceton Woods Academy incident reports when situations warrant reporting and ensure that they are forwarded to the Detention Coordinator.

Qualifications

- High School Diploma/ GED
- Must be 21 years of age
- Juvenile detention experience preferred

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the organization.

*Job Description: Detention Officer
Approval Date: 9/2008
Revision Dates: 1/2009*