

WASHINGTON COUNTY
Job Description

JOB TITLE: Corporal

Exempt (Y/N): No

DEPARTMENT: Regional Juvenile Detention Center

DATE PREPARED: September 2011 SUPERVISOR: Sergeant

SUMMARY:

The Corporal is a senior officer position who reports directly to the Sergeant and is under the general supervision of the Lieutenant and Captain. The Corporal is distinguished from the Deputy First Class classification in that the Corporal, in addition to performing the full range of duties of the Deputy First Class, may also be considered an "Officer in charge" in the absence of the incumbent supervisor (Sergeant). In addition to directly supervising other juvenile detention workers, the incumbent will supervise volunteers and be responsible for the safety of visitors, professional staff, and persons making repairs in the facility. This individual is responsible for assuring that the facility is clean and well maintained; and assisting the general public, court staff, attorneys, law enforcements officers, school officials, parents/guardians, mental health and health professionals in their endeavors with the residents. The possibility for error is ever-present due to the content and requirements of the job and an error could easily affect the County's prestige and relationship with the public. The incumbent in this position must meet all training requirements including but not limited to Juvenile Standards and the requirements for the position of Corporal.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

1. Assure a safe and secure environment for residents and staff by providing continuous supervision of residents and directing staff in a way that is consistent with the Center's policies and procedures.
2. Complete intakes by documenting and securing personal property, searching for contraband, providing a cursory examination of the juvenile to determine health and mental health status, collection information, and provide the juvenile with information about the center's operation and regulations. Review, for accuracy, the intake process and paperwork completed by employees under their supervision.
3. Assure through the direction of subordinate employees and self action that the County's 3.1 million facility is maintained in a clean manner and that all equipment is operating properly through systematic inspections and reports. Almost continuous care and attention required by the incumbent in order to prevent damage or loss to the County.
4. Assess residents' immediate need for medical care or mental health assistance and document the actions taken to secure such service. Provide reports or notifications to the Sergeant, Lieutenant and Captain/Director as required by policy or procedure.
5. Assure that all shift tasks are completed prior to the end of the shift.

6. Assure all staff on duty are appropriately attired as per the Regional Juvenile Detention Center's uniform policy.
7. Assist in maintaining and examining employee files to answer inquires and provide information to authorized personnel.
8. Establish, maintain and foster positives and harmonious working relationships with those contacted in the course of work in keeping with the Regional Juvenile Detention Center's objectives. Establish and maintain professional working relations with applicants, visitors, callers and business professionals.
9. Document behavior of individual residents as it related to peers, property, school, visitors, activities, the probability of harming others or themselves, and escape potential. Keep the Sergeant, Lieutenant, Captain/Director informed of any incidents related to the above.
10. Make certain that residents are supervised during structured activities, free-time activities, and outside recreation.
11. Assure the safety of residents and visitors by directing staff during the monitoring of visits.
12. Assure the legal process by directing contacts with or initiating contact with court officials, law enforcement officers, and parents/guardians to determine resident's trial status, court dates, relationships, etc. and complete necessary documentation or reports for prosecutor, public defender, private attorneys, human service caseworker, mental health agencies, other counties and court staff.
13. Complete resident discharges by returning personal property, obtaining proper signatures, and providing copies of various court related documents. Review discharges completed by subordinates for accuracy.
14. Assist in overseeing transport s to, and supervise during, appointments to court or for medical or dental treatment, mental health counseling or assessment, or transfer to another facility.
15. Assist in assuring that supplies are procured and used efficiently.
16. Attend monthly staff/supervisor meetings
17. Complete training assignments and provide training in policy and procedure to subordinates.
18. Coordinate with and assist the schoolteacher, nurse, and/or social workers with maintaining order and providing educational, medical, or mental health services to the residents.
19. Coordinate and participate in structured activities for residents when school is not in session.
20. Assure that the facility is operated according to policy and procedures as well as state standards, state law, and federal law.

21. Receive physical restraint training and self defense, CPR and First Aid.
22. Provide a way to communicate with other staff at facility in the event of emergency or transport
- valid phone number.

SUPERVISORY RESPONSIBILITIES:

The incumbent supervises three to five persons on his or her shift in the absence of the Sergeant. Provides verbal and written reports to the JDC Captain/Director or Lieutenant or Sergeant as required by policy and procedure. Completes quarterly evaluations on subordinates and provides rewards, counseling, and discipline to subordinates when indicated.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

The individual filling this position will have an equivalent formal education of four years of college. A combination of education and work experience may be substituted for four years of college, the minimum being a high school diploma and four years experience working in a residential shelter, detention center, or treatment facility. One year of work experience may substitute for one year of college. The incumbent should have knowledge of the Center's policies and procedures, as well as good observation, report writing and verbal skills. Additionally, the incumbent must complete, at a minimum, 40 hours of training each year after the first with an emphasis on employee supervision and team building. It usually takes a minimum of 18 months of work experience to become proficient at this job.

OTHER SKILLS and ABILITIES:

The incumbent must possess good oral/written communication skills and interpersonal relations. The person in this position must be adept at interacting with the general public, county personnel, and other agencies. The incumbent will be a self-starter who will have somewhat diversified activities, covered by established procedures with only upper level supervision. The incumbent must have sufficient self-confidence and judgment to be able to direct or restrict the actions of juveniles who are under the influence of drugs or alcohol, emotionally disturbed, hyperactive, hostile or acting out. The incumbent must be able to work as a team leader and have the ability to provide and receive constructive criticism. The incumbent must possess a valid Arkansas driver's license. The incumbent must be able to regularly use complex machines such as a desktop computer, printer, fax machine, copy machine, multi-line telephone, electronic controls, two-way radio, and safety/security devices. Must not have a criminal record of any kind. Additionally, the incumbent must have successfully completed a physical examination, a psychological evaluation, a drug screen, a criminal background check, a child abuse registry and be free of tuberculosis.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear and use hands to finger, handle, or feel objects/controls. The employee must occasionally stand, walk, run, sit, climb or balance, stoop, kneel, crouch, crawl, reach with hands and arms, and smell.

The employee must occasionally lift and/or move more than 100 pounds.

Must have visual and hearing acuity to fully observe the behaviors and interaction of residents and other persons within the facility or during official travel and activities, and to effectively receive and transmit communications by two-way radios and telephones. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those that an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to high noise levels, physical attack, verbal abuse or harassing language, outside temperatures, and airborne, blood-borne or contact with pathogens that transmit illness or disease.