

GREGG COUNTY HUMAN RESOURCES DEPARTMENT

INTERNAL/EXTERNAL COUNTY OPENING

JOB TITLE: RELIEF PART-TIME JUVENILE SUPERVISION OFFICER
DEPARTMENT: JUVENILE PROBATION
DATE POSTED: OCTOBER 2, 2018
CLOSING DATE: OPEN

BASIC QUALIFICATIONS:

1. Be available to work hours assigned based on the needs of the Department. This includes 10-6, 6-2 and 2-10 shift and weekends and holidays.
2. Possess a high school education or equivalent. College degree preferred.
3. Be willing to obtain additional training, skills, experience and certifications as required by the Texas Juvenile Justice Department .
4. Possess the ability to write accurate behavioral notes, incident reports and disciplinary plans on supervising residents within the facility.
5. Be physically able to handle contingencies that arise in a detention setting.
6. Must be at least 21 years of age and possess and maintain a valid Texas Drivers License.

EXAMPLES OF JOB DUTIES:

1. Supervise children, ages 10 through 16, temporarily detained awaiting court hearings and/or release.
2. Provide a safe and therapeutic environment for children temporarily detained awaiting court hearings and/or release per Texas Juvenile Justice Department state standards of operation.
3. Monitor all activities to ensure that the safety of the children and security of the facility is maintained.
4. Coordinate and supervise building clean-up to constantly maintain building cleanliness.
5. Required to arrange, monitor and supervise group activities.
6. Provide effective crisis counseling.
7. Any other duties which may be assigned by the Supervisor.

SALARY: \$10.00/Hr.

QUALIFIED APPLICANTS MAY APPLY AT THE HUMAN RESOURCES DEPARTMENT, ROOM 109, GREGG COUNTY COURTHOUSE.

Rita D. Fyffe
Human Resources Director

Date

EEO/M/F/V/D