



## DEARBORN COUNTY JUVENILE CENTER

219 West High Street  
Lawrenceburg, Indiana 47025  
(812) 537-8740  
(812) 537-8748 (fax)  
bblair@dearborncounty.in.gov

James D. Humphrey, Judge  
Traci Agner, Director  
Beth Blair, Administrative Assistant  
Mary Ann Tighe, Educator

### YOUTH ATTENDANT POSTING

Revised: January 2020  
Supervised by: Shift Supervisors  
Shift: To Be Determined

The Youth Attendant shall provide supervision for all residents of the Juvenile Center by providing direct care and program services on his/her designated shift. The Youth Attendant shall ensure that the Juvenile Center operates according to policy and procedure. The Youth Attendant must obtain 120 hours of training during the first year of employment and 40 hours each year thereafter.

#### **ESSENTIAL FUNCTIONS OF THE POSITION:**

##### **The Youth Attendant shall be responsible for:**

- Maintaining the safety and security of the facility
- Providing for the behavior management and well-being of all residents
- Continually evaluating residents and recording all behavior changes and incidents
- Overseeing the admission and release of residents
- Observing residents at five to fifteen minutes intervals when in lockdown
- Assisting with structuring residents' free time
- Independently supervising small groups of residents for up to sixty minutes at a time
- Continually observing the residents and observing all movements
- Remaining alert to respond to problems, emergencies and safety/security violations such as rule infractions, conflicts between residents, attempted escapes, irrational or inappropriate behavior and illnesses
- Properly securing and/or physically restraining violent and uncontrollable residents as necessary
- Transporting and/or escorting residents to/from court hearings and/or outside appointments
- Providing courtroom security and testifying in court proceedings as necessary
- Supervising and assisting residents with performing regular cleaning and custodial duties
- Conducting facility and room searches as needed/required
- Maintaining effective communication with probation officers, caseworkers, law enforcement, and residents' family members
- Communicating with other staff and personnel regarding information pertinent to the care and evaluation of residents
- Attending staff meetings and meeting all training requirements
- Any other duties as assigned

#### **Job Requirements:**

- Must be a United States Citizen and at least 21 years of age
- Must possess a valid Indiana Driver's License and a safe driving record
- Must have a high school diploma or its equivalent
- Must pass a pre-employment physical, drug screening, Criminal Record Check, Department of Child Services Check and the National Sex and Violent Offender Check
- CPR/AED/First Aid Certification and Aikido Control Training (A.C.T.) will be provided

#### **Knowledge, Skills and Abilities:**

- The Youth Attendant must meet all requirements, including annual training hours. He/she must have the ability to work evening, irregular, extended and/or weekend hours as required. He/she must have a working knowledge of Standard English grammar, spelling and punctuation.
- The Youth Attendant must possess a working knowledge of and ability to follow and make practical application of the customary practices, procedures, rules, regulations and personnel policies. He/she must possess or obtain training in security measures, handling of specific incidents such as assaults, disturbances and discovery of contraband.

- The Youth Attendant must have a knowledge of and ability to apply appropriate methods of the Aikido Control Training (A.C.T.). He/she must also possess the ability to swiftly, rationally, and decisively enforce Juvenile Center rules and regulations, resolve conflicts, respond to emergencies and take authoritative action with minimum use of physical force.
- The Youth Attendant must have knowledge of and ability to properly use all assigned uniforms and/or equipment. He/she must have the ability to physically perform the essential duties of the position, including but not limited to, walking/standing/sitting for long periods, running/walking up and down flights of stairs and/or physically restraining residents during emergency situations.
- The Youth Attendant must possess the ability to effectively comprehend, communicate and cooperate with the residents, staff and the public, including professional colleagues and others, being sensitive to professional ethics, gender/culture diversities and disabilities and have the ability to apply and implement group living guidelines and serve as a positive role model for residents.

Applications may be obtained from the Dearborn County Juvenile Center. Applications may be submitted to the Dearborn County Juvenile Center, Attention: Traci Agner.