

ADAMS COUNTY PROBATION and COURT SERVICES DEPARTMENT

Adams County Juvenile Detention Center
200 North 52nd Street, Quincy, Illinois 62305
Phone: (217) 277-2233 Fax: (217) 277-2241

Adams County Probation Department
521 Vermont Street, Quincy, Illinois 62301
Phone: (217) 277-2170 Fax: (217) 277-2189

POSITION OF VACANCY

Adams County Juvenile Detention Center

FULL-TIME FEMALE DETENTION OFFICER

Starting Salary: \$36,294

Starting Date approximately December 30, 2017

Shifts: Swing shift - 7am – 3pm, 3pm – 11pm

REPORTS TO: Superintendent, Assistant Superintendent, Shift Supervisor, and Director of Court Services.

SUMMARY: Generally responsible for the supervision of residents of the Adams County Juvenile Detention Center, including counseling/guidance to all residents and behavioral/treatment reports of assigned youths.

DUTIES AND RESPONSIBILITIES:

- To become actively involved in the treatment of residents through counseling and guidance.
- To supervise and participate with the residents in the detention center during all recreational, work, and leisure-time activities.
- To develop constructive relationships with the residents to better understand a child's interest, abilities, and problems, and to encourage and develop a child's talents.
- To share in the planning and development of an appropriate detention center program.
- To supervise personal hygiene, table manners, care and washing of clothes, preparation of meals, schooling, and the obtaining of medical care of residents.
- To enforce disciplinary policies of the detention center.
- To attend staff development meetings and interagency conferences.
- To keep records and formulate daily logs.
- To participate in the intake process, he/she shall assist in the reception and orientation of the child.
- Knowledge of the growth, development, needs, and problems of the residents.
- Ability to accept supervision and direction.
- Ability to work well as part of a team.
- Ability to listen, show firmness, and supervise individuals and groups.

- To maintain an on-going relationship and exchange of information with the Probation Officer assigned to residents and any resource agencies involved.
- To evaluate and write detention and/or treatment reports on their assigned clients.
- To transport residents to and from court hearings, medical, and counseling appointments.
- To complete tasks and directives from the Superintendent and Shift Supervisor.
- This job description is not intended to be all-inclusive, and employee will also perform to his/her reasonably related business duties as assigned by immediate Supervisor and other management as required.
- This organization reserves the right to revise or change job duties as the need arises. This job description does not constitute a written or implied contract of employment.

EXPERIENCE/EDUCATION:

Must have obtained a Bachelor's degree from an accredited college or university in the field of Law Enforcement, Criminal Justice, Sociology, or relevant field. Prefer some related experience.

ADDITIONAL QUALIFICATIONS:

Must be a United States citizen and a resident of Illinois within 90 days of the appointment.

Must have a valid driver's license.

Must submit to a drug test and comprehensive background check.

SEND RESUME AND COVER LETTER TO:

Aaron Arnold, Superintendent
Adams County Juvenile Detention Center
200 North 52nd Street
Quincy, IL 62305
Phone: (217) 277-2233
E-Mail: aarnold@co.adams.il.us

BIDDING DATE: November 29, 2017
CLOSING DATE: December 7, 2017

Aaron Arnold - Superintendent
Adams County Juvenile Detention Center
November 29, 2017