

Brown County, SD
Job Description

Job Title: Home Detention Officer
Department: Brown County Sheriff's Department
Reports to: Sheriff Mark Milbrandt
FLSA Status: Nonexempt
Prepared By:
Prepared Date:
Approved By:
Approved Date:

SUMMARY

The Home Detention Program is used as a less-restrictive option to being detained at the Juvenile Detention Center. The Home Detention Officer will perform a minimum of two phone contacts and one face-to-face contact with all juveniles throughout the day. Shifts may include evenings, weekends, and holidays as needed.

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

Confer with juveniles, court services agents, legal representatives, family, school officials, and other concerned persons on how the offender is doing at home, work, and at school.

Log all daily activity from interactions with the juvenile, their parents, and others who work/interact with the juvenile and document information in a professional and precise manner.

Evaluate juvenile's progress on follow-up basis including visits at home, school, and place of employment.

Process the intake of new and returning juveniles to the program.

Perform random search and seizure.

Perform preliminary breath tests (PBT's) and urinalysis (UA's) as requested by the Home Detention supervisor, court services agent, and the court system.

Report to dispatch with any violations resulting in detainment and prepare corresponding report once detained.

Assist on the escort and transport of juveniles.

Report daily to the Sheriff on Home Detention activity.

QUALIFICATIONS 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 the individuals with disabilities to perform the essential functions.

EDUCATION AND EXPERIENCE The candidate must be at least 21 years of age, with a minimum of a high school diploma or general education degree (GED) to be considered for the position. Experience with the juvenile justice system and/or working with juveniles is preferred.

LANGUAGE SKILLS Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of citizens or employees of an organization.

MATHEMATICAL SKILLS Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percentages.

REASONING ABILITY Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

CERTIFICATES, LICENSES, REGISTRATIONS Valid drivers' license, certified copy of birth certificate, certified copy of social security card.

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 use hands to finger, handle or feel, and talk or hear. The employee frequently is required to stand, walk, sit, and reach with hands or arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch or crawl; and taste or smell. The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds, and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT The work environment characteristics described here are representative of those 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.

The employee is occasionally exposed to outside weather conditions, extreme cold, and extreme heat. Employees may endure verbal or mental abuse when confronted with the hostile views and opinions of juveniles and their parents/guardians.

JOB ANNOUNCEMENT

POSITION: **PART-TIME HOME DETENTION OFFICER**

The Brown County Sheriff's Department is accepting applications for a part-time Home Detention position. The hours will range from 5 to 30 hours per pay period depending on caseload. The individual must be available to work 2 weekends a month.

The individual will assist the full-time Home Detention Officers in operating the Brown County Home Detention Program by working with juveniles and their families. This person is responsible for monitoring the activities and behavior of juveniles in the youth's residence.

Duties include making a minimum of one face-to-face contact and two phone contacts per day with each juvenile, maintaining a daily log of all contacts, attending court hearings and meetings, supervising mentoring and community service projects, crisis intervention and report writing.

This employee will report to the Home Detention Supervisor, the JDC Supervisor and the Brown County Sheriff.

The candidate must be at least 21 years of age, have a high school diploma or GED, have a valid driver's license and have no felony convictions. Experience in the juvenile justice system and or working with juveniles is preferred.

Wage is \$14.27 per hour. Uniform shirt provided. Must be available to work evenings, weekends, and holiday hours.

Brown County is an equal opportunity employer.

APPLICATIONS CLOSE at 5pm on Tuesday May 23, 2017.