

# State of Hawaii

## Job Description

## Youth Corrections Officer

(Position Description, Class Specification & Minimum Qualification Requirements)

<b>Entry Level Work</b>	<b>CO-4</b>	<b>3.607</b>
<b>Full Performance Work</b>	<b>CO-6</b>	<b>3.608</b>

### **Function and Location**

Maintains care, custody and control, and assist in the adjustment and redirection of juvenile wards in a youth correctional setting and performs security duties for an assigned post. The position works in a setting requiring 24-hour coverage and may be required to work any shift and weekends and holidays.

### **Key Duties and Responsibilities**

1. Perform the duties of an assigned post; supervise ward activities, e.g., during classes, recreation, therapy, meals, performance of chores, personal hygiene, medical exams, in housing, etc.; and during movement of wards to and from authorized destinations.
2. Patrol assigned area; maintain order and discipline; take headcounts; anticipate/prevent arguments, fights, escapes, injuries and property damage; moderate arguments and break up fights; and assist in searches for escapees.
3. Make regular inspection of the assigned post area and report observations of hazard to the security, health and safety of wards, staff and the general public to the supervisor; and follow up as required.
4. Conduct searches of wards, packages, vehicles, housing, facility grounds and other assigned areas for contraband.
5. Write timely, clear, legible, complete and accurate reports of incidents and unusual activity, other written reports, logs and requests (supply, repair) in a timely manner and in compliance with departmental policy as required or as directed.
6. Observe wards' behavior and report changes in behavior to the supervisor or other professional staff; discuss problems and concerns with wards; encourage proper behavior and motivate wards in the performance of activities; reprimand and discipline wards as necessary; and investigate allegations of ward misconduct.

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7. Attend training sessions required for Youth Corrections Officers, as directed.

#### **Other Duties**

In addition to the key duties and responsibilities, this position may:

Transport, escort and maintain security and control of wards traveling to and from activities within various areas in the facility, and outside the facility, e.g., court appearances, medical treatments, and to the neighbor islands; obtain urine samples from wards for drug testing; keep accurate records involving ward counts, movements and activities, and inventory of security equipment (handcuffs, shackles, keys) in accordance with facility regulations; conduct individual and group sessions (e.g., anger management); administer first aid and CPR in emergencies; and perform other related duties as assigned.

#### **Knowledge and Abilities used in Performing Key Duties at the Full Performance Level**

Knowledge of the policies, procedures and work rules of the work site. Demonstrated proficiency in the application of all of the knowledge and abilities, specified below for the Full Performance level, in performing the full range of work assignments at the work site, independently.

#### **Controls Exercised over the Work**

A Youth Corrections Supervisor provides supervision to the position. Other controls include post descriptions and the departmental Standards of Conduct.

**Instructions:** Entry level employees are provided specific and detailed instructions; full performance employees are provided general instructions, and specific instructions in new and unusual situations.

**Assistance:** New employees may be assigned to "shadow" a more senior YCO on post, who provides orientation on post duties. Entry level employees are provided close guidance in performing tasks; full performance employees perform work independently, receiving specific guidance only in new and unusual situations.

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**Review:** Entry level employees receive close and frequent review of work performed; the work of full performance employees is reviewed periodically.

### **Prerequisite Qualifications Required for the Entry Level**

**Knowledge of:** Spoken and written English; behavior, interests and concerns of adolescents.

**Ability to:** Read, write, speak, understand and communicate effectively with others in English; listen to and follow orders and instructions; observe/report unusual behavior; prevent fights and injuries; break up fights; deal with disruptive behavior; learn departmental administrative rules and regulations, Standards of Conduct, Inmate Handbook rules, confidential procedures, department and facility policies and procedures, classification of wards; learn and apply procedures related to safety and security, fire safety, emergency response, use of restraints, transporting wards, contraband; learn and apply effective communication techniques used in required reports, conducting interviews and investigations of ward misconduct, and supervising wards in confinement; and work effectively with employees, visitors and others.

**Education:** Graduation from high school or equivalent, with satisfactory completion of courses demonstrating knowledge of spoken and written English, including grammar.

### **Experience:**

**General Experience:** One (1) year of progressively responsible work experience that demonstrated the ability to follow instructions, learn and apply work procedures, work effectively with other people, and communicate effectively both orally and in writing.

**Specialized Experience:** Six (6) months of either:

- 1) Work experience (paid or unpaid) which demonstrated knowledge of adolescent behavior, concerns, interests and the ability to discuss with them their concerns and problems. Qualifying experience may have been gained through part-time or unpaid work. There must, however, be evidence that work was performed on a continuous basis but not necessarily on a full-time, normal-work basis, e.g., a part-time or volunteer coach for a football team.

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- 2) Work experience in an institution which involved maintaining security and effective relationships with residents.

The Specialized Experience and General Experience may have been gained concurrently.

#### **Substitutions Allowed:**

Graduation from an accredited university with a degree in Counseling, Criminal Justice, Psychology, Sociology, or a related behavioral science or from an accredited community college with a degree in Criminal Justice fulfills all requirements for the Youth Correction Officer – entry level.

Completion of relevant course work in the discipline or field mentioned above from an accredited community college or university may be substituted for the Specialized Experience requirement on the basis of 12 semester credits for six months of work experience.

#### **Other Requirements:**

- a. Be able to work 24-hour rotating shifts, seven days a week, including all holidays.
- b. Possess a valid State of Hawaii Driver's License, Type 3.
- c. Possess emotional and mental stability appropriate to the job duties and responsibilities and working conditions.
- d. Possess traits and characteristics required to perform the essential duties of the position.
- e. Attend work regularly.

**Physical Requirements:** All employees must be physically able to perform the essential duties and responsibilities of the position effectively and safely, with or without reasonable accommodation. The general types of physical abilities involved, and examples of the tasks requiring these abilities, follows:

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**Sensory:** Read reports, observe wards and activities on facility grounds; distinguish colors in locating contraband and in inspecting property; listen for unusual sounds.

**Coordination and Dexterity:** Use handcuffs and leg chains; lock and unlock doors; close gates rapidly in emergencies; perform searches.

**Strength and Stamina:** Restrain/subdue wards; break up fights; carry wards to seclusion room or other locations; walk and stand prolonged hours; and work double shifts.

**Mobility:** Chase and apprehend escaping wards and participate in manhunts.

### **Prerequisite Qualifications Required for the Full Performance Level**

In addition to the qualifications required at the entry level:

**Experience and Essential Knowledge and Abilities:** One (1) year work experience as an entry level Youth Corrections Officer, which demonstrated knowledge of departmental administrative rules and regulations, department and facility policies and procedures; Standards of Conduct; Inmate Handbook rules; confidential procedures; classification of wards; procedures related to safety and security, fire safety, emergency response, use of restraints, transporting wards, contraband; effective communication techniques used in required reports, in conducting interviews and investigations, in supervising wards in confinement, and in working with employees and visitors; and the ability to supervise wards in various activities; perform all post duties in accordance with applicable rules, regulations, policies and procedures; respond appropriately to crisis and emergency situations; observe and report on ward behavior; discuss problems and concerns with wards; encourage and discipline wards; investigate ward misconduct; exchange information with other staff; communicate with supervisor through oral and written reports.

**Experience:** One (1) year work experience as an entry level Youth Corrections Officer.

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**Desirable Qualifications:** Alertness, caution, integrity, honesty, good judgment, accuracy in work, skill in handling special assignments, initiative, adaptability, YCO experience as an emergency hire, completion of coursework in the Criminal Justice and/or other related fields. Also, ability to: learn quickly; work under pressure; respond calmly and appropriately in emergencies; plan work; meet work schedules; react positively to constructive criticism; treat others with assertiveness, respect, tact and courtesy; remain objective and impartial; resist coercion.

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