

DETENTION HOME AIDE II

31160

(Competitive)

DISTINGUISHING FEATURES OF THE CLASS

The work involves promoting a safe environment in the Detention Home through combination of security checks and measures as well as engagement with residents to reduce the likelihood of critical incidents. On an assigned shift, an employee in this class is responsible for maintaining safety and custody of juveniles detained in the Detention Home, enforcing the rules and regulations of the facility, and responding to critical incidents that may arise. This class differs from the Detention Home Counselor II, in that a Detention Home Aide II does not have ultimate responsibility for coordinating and documenting shift activities, and does not exercise supervision over subordinate employees. Work is performed under the direct supervision of a Detention Home Counselor II. Does related work as required.

TYPICAL WORK ACTIVITIES

Supervises and controls a group of juveniles in accordance with the policies and procedures of the facility. Supervises one or more residents that may have been isolated from the general population because of medical or disciplinary problems.

Uses personal judgement to evaluate and assess resident juvenile behaviors and conditions that could warrant the need for intervention from medical, psychiatric or social work staff; makes referral to appropriate staff as needed.

Creates Individual Care Management Plans for residents which include specific triggers and customized de-escalation techniques for each youth.

Responds to incidents involving youth who are non-compliant with facility rules and regulations.

Counsels youth regarding Detention Home rules and regulations, discipline and personal habits, and enforces their application.

Assists Social Work and Administration in the assessment of newly admitted youth for each of the first seven days of stay. Orients new admissions to facility rules and regulations.

Instructs children on personal hygiene; inspects sleeping quarters for cleanliness and order.

Supervises, and participates in, recreational and other activities as directed by the Detention Home Counselor II.

Maintains discipline of children during classroom sessions.

Makes oral and written reports of all unusual occurrences or accidents happening during the shift.

Assists in the use of mechanical restraints to de-escalate youth when necessary.

Records general institutional information in the main log book.

Controls access to and from the facility; screens staff at shift start and visitors, verifying that all necessary forms have been completed and explains the rules and regulations of the facility; monitors the walk-through weapons and metal detector.

Ensures that no unauthorized persons enter the facility; performs routine general security checks throughout the building both during the day and at night.

Monitors areas of the building for security and safety purposes by remaining alert to unusual sounds and noises; coordinates systematic and unscheduled searches of facility to prevent contraband.

Monitors visiting area during visitations, then searches residents and inspects visiting area upon completion of visits.

Assists in the transfer of communications between staff members on duty.

Participates in routine activities, such as, but not limited to, laundering.

FULL PERFORMANCE KNOWLEDGE SKILLS ABILITIES AND PERSONAL CHARACTERISTICS

Good knowledge youth behaviors, characteristics and conditions that require psychiatric, medical or social work intervention.

Good knowledge and understanding of the methods and techniques used in enforcing institutional discipline.

Good knowledge of basic institutional safety and security policies and procedures.

Good knowledge of the principles and practices of group leadership and recreation, and of a variety of games, sports and crafts.

Ability to understand and evaluate behaviors that imply depression, low self-esteem and other behaviors that could lead to self-harm or injury.

Ability to gain and hold the confidence of youth.

Ability to maintain a sympathetic, emphatic and understanding attitude toward youth.

Ability to enforce regulations with firmness, tact and impartiality.

Ability to keep routine records and to make oral and written reports.

Ability to understand and follow oral and written reports.

MINIMUM QUALIFICATIONS

PROMOTION: Two (2) years of permanent, non-competitive class status in the title of Detention Home Aide.

OPEN-COMPETITIVE:

A. Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an Associate's degree; or

B. Two (2) years of paraprofessional-level work experience, or its part-time equivalent, working with juveniles.

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