

**BALDWIN COUNTY**  
invites applications for the position of:

## **Detention Technician (Part-Time) - Baldwin County Commission**

---

**SALARY:** \$14.60 Hourly

**OPENING DATE:** 03/12/21

**CLOSING DATE:** 03/26/21 11:59 PM



This work is conducted at the Baldwin County Regional Juvenile Detention Center with integrity and in a positive and professional manner. An employee in this position is highly responsible for supervision involving the care, custody and control of juvenile population and the facilitating and/or co-facilitating of the educational sessions. Work also involves supervising subordinates, clerical functions associated with housing, understanding juvenile behavior and performance of security tasks, which includes but is not limited to intervening in altercations to ensure the safety of both the juvenile and fellow staff members. All work is performed in accordance with local, state and federal guidelines under the direct supervision of the Alabama Department of Youth Services. All employees shall comply with all applicable DYS regulations and standards.

*Part-time positions work no more than 29 hours per week on average. Additionally, part-time positions do not qualify for Baldwin County Commission benefits, with the exception of paid time off (PTO) and retirement through the Retirement Systems of Alabama.*

*This position requires driving as an essential function of the position. For Baldwin County driving requirements, please see the following link: [Driver Qualifications](#). Successful applicants must be at least 20 years old, insurable by the County's insurance carrier, pass a criminal and motor vehicle background check and will be subject to a pre-employment drug test and physical.*

### **ESSENTIAL JOB FUNCTIONS:**

1. Follow the chain of command.
2. Supervision of juveniles: *Be aware and willing to assist with all necessary supervision of juveniles.*
  1. Maximum supervision--eye to eye, arms distance away, must be prepared to intervene if the situation requires it to ensure the safety of all.
  2. Close supervision--seeing them at all times, hearing them at all times, able to talk to them.
  3. Medium supervision--being able to hear the residents at all times and be able to reach them within 5 seconds.
  4. Minimum supervision--knowing where the residents are at all times, be able to reach them within 10 – 15 seconds.
3. Ensuring and understanding that all the rules of the facility are followed at all times, this includes, but is not limited to, intervening in altercations to ensure the safety of both the juvenile and fellow staff members. Keeping up with the BMS point, escorting a resident to his/her room for rule violation, documentation, and informing supervisors of any and all situations.
4. Keeping the facility clean: Clothes for juveniles, room area, dayroom area, kitchen, classrooms, hall, all restrooms and all of the Administration, taking out trash, any other areas or directives given by supervisor(s).
5. Admissions: Files, showers, issuing clothes, assigning rooms, going over rules of the facility, search of youth on admission, documentation of resident's possessions.
6. Discharge: Make sure resident receives all personal property, check to see if resident turns in all issued clothing, check to see if room/cell meets security check, prepare to transfer of resident for discharge to legal guardian.
7. Meals (pick-up and feeding): Driving vehicle, receiving and transporting food, serving meals, cleaning up kitchen, monitor meal and refrigerator temperatures.
8. Showers: Giving personal effects, observing and supervising showers, washing, folding, and storing clothes in proper place.

9. Administer medications, when needed
10. Monitor and check the building to ensure there is no security issues.
11. All employees should comply with all applicable DYS regulations and standards.
12. Miscellaneous:
  1. Bed checks every 15 minutes.
  2. Isolation rooms check every 5 minutes.
  3. Checking doors for security.
  4. Filling out proper logs and forms.
  5. Answering phones.
  6. Aiding the JDC nurse with transportation of youth to doctor.
  7. Supervision in classroom.
13. Any other duties assigned by the supervisor and/or Director.

## **EDUCATION AND EXPERIENCE:**

1. Must have a high school diploma or GED, preference will be given to applicants with a college degree.
2. Must have a valid driver's license and be insurable by the County's insurance guidelines.
3. Willing to submit to background checks to include Department of Public Safety, criminal and DHR central registry.

## **Other Characteristics**

1. Willing and able to work a variety of shifts up to and including overtime.
2. Willing and able to work directly with sometimes violent, physically handicapped, mentally ill, physically, intellectually, and emotionally challenged juveniles, caring for and ensuring their basic needs are met.
3. Undergo a 40-hour initial training of various topics, i.e. First Aid and CPR, policies and procedures, BMS, master control, Crisis Prevention Intervention, suicide prevention.

## **KNOWLEDGE, SKILLS AND ABILITIES:**

1. Ability to follow instructions and given attention to detail.
2. Ability to complete tasks correctly and on time.
3. Skills in use of routine office equipment including computer proficiency and electronic correspondence.
4. Writing skills to clearly and neatly complete reports, forms and log book entries.

## **Physical Characteristics**

1. Ability to administer emergency medical aid and CPR.
2. At a minimum, ability to walk 1.5 miles in thirty (30) minutes or less.
3. At a minimum, stand for four (4) consecutive hours in order to observe the juveniles in any setting.
4. Drag, lift and pull a minimum of fifty (50) pounds for twenty (20) feet or more, unassisted.
5. Ability to rapidly respond, which may include: sprinting, jogging and running to maintain safety of residents and staff.
6. Bend, kneel and squat repeatedly as needed.
7. Ability to engage in a variety of aerobic and anaerobic activities with youth for up to thirty (30) minutes at a time.
8. Vision that can adequately supervise juveniles in a variety of light settings.
9. Facilitate and participate in a variety of stretching activities that could enhance physical ability and to avoid injury.
10. Hear disturbances, alarms, voice tones and warnings from a variety of distances.

---

Baldwin County Commission and Baldwin County Sheriff's Office does not discriminate on the basis of race, color, national origin, sex, religion, age, marital status, disability, citizenship or veteran status in employment. It is the intent of the Baldwin County Commission and Baldwin County Sheriff's Office to guarantee equal opportunity to allow disabled employees a bias-free work environment. Baldwin County Commission and Baldwin County Sheriff's Office, upon request, will provide reasonable accommodation in compliance with the ADA. Recruitment and selection processes will grant equal opportunity for employment to qualified applicants and will not discriminate on the basis of disability. Reasonable accommodation will be provided upon request during the application, testing, and interview process.

---