



## MULTI-COUNTY JUVENILE DETENTION CENTER

The Multi-County Juvenile Detention Center is seeking motivated, qualified individuals for the following position:

***Juvenile Detention Officers*** – Full-time and Contingent  
***Must be available to work all 3 shifts. (NO EXCEPTIONS)***

6:00 a.m. – 2:00 p.m.

2:00 p.m. – 10:00 p.m.

10:00 p.m. – 6:00 a.m.

The starting salary for this position is \$14.00 per hour with a \$.75 shift differential for 2<sup>nd</sup> shift and a \$.25 shift differential for 3<sup>rd</sup> shift. Includes an extensive benefits package for FT employees.

### POSITION RESPONSIBILITIES AND ESSENTIAL FUNCTIONS:

Under direction of the Shift Manager, maintains basic discipline and control of residents; ensures the safety and security of detention residents; provides direct supervision to detention residents, thoroughly documenting resident behavior (e.g. conducts room checks on residents every 15 minutes and/or as directed; observes residents in isolation; wakes residents and supervises during showering and other activities; oversees residents as they perform housekeeping or other tasks; assists in serving meals; ensures residents follow facility policies and procedures; enforces behavior management system; under supervision, issues warnings and disciplinary measures, as necessary; performs intake procedures for residents entering the facility (e.g. completes required forms; conducts searches; orients residents to the facility; issues clothing and linen; enters data in OJDYS system or other systems as required); operates control room and maintains security of the facility (e.g. ensures doors are locked; monitors resident's activities by observation and closed circuit television system; operates control panel, to include but not limited to, opening doors; operating intercom system; screen incoming telephone calls; et al.); prepares observation reports reflecting attitudes and behavior of residents; maintains logs regarding medication, incidents, incoming and outgoing telephone call; checks logs daily to identify problems documented from other shifts and keeps supervisor informed of problems identified; receives and discharges all residents in Detention; prepares routine records, reports, and files as required; patrols housing areas on scheduled and impromptu basis; moves residents from various locations within and outside the facility; maintains facility cleanliness; maintains a current working knowledge of Juvenile Detention standards and procedures; performs duties in resident property management, custodial services and safety inspections; ensures health, safety, and welfare of all residents, recording all findings; takes toxicology specimens as requested or authorized; performs other duties as required.

Accepts mandatory overtime as described in the mandation protocol.

Applicants must possess a valid Ohio driver's license and must be able to pass a required background check, including drug and alcohol screening upon employment.

**Please apply in person at the Multi-County Juvenile Detention Center.**

**We are located in the Liberty Center at 923 Liberty Drive in Lancaster, Ohio. Or you can submit your resume with cover letter to [jtiberio@mcjdc.org](mailto:jtiberio@mcjdc.org) or by fax 740-652-1527 Attn: Ms. Tiberio**

***No phone calls please.***