

Ouachita Parish Police Jury

JOB OPPORTUNITY ANNOUNCEMENT

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| POSITION: Assistant JDO Supervisor | OPENING DATE: December 17, 2018 |
| SALARY: starts at \$ 11.50 per Hour | APPLICATION DATE: Until Filled |

(Present Parish employees are given three (3) days priority in applying for the vacant position before outside applicants will be considered. Parish employees may still apply after the designated deadline, but priority will not be given.)

DUTIES:

Under direction of the Juvenile Detention Supervisor, the fundamental responsibility of an Assistant JDO Supervisor is to ensure the safety and security of the youth and staff in secure institutions and the public through responsible direct supervision and care of the youth and maintenance of a secure residential setting.

In addition, an Assistant Supervisor plays a vital role in facilitating youth rehabilitation by implementing individual and group behavior modification strategies in accordance with GOJD-approved treatment program, demonstrating the use of active listening techniques in interactions with youth, assisting youth with problem solving, and making appropriate referrals as needed to counselors.

The Assistant JDO Supervisor performs highly complex (senior-level) work as a shift team leader for their assigned shift, which involves leading, directing, overseeing, coaching, and training assigned JDO employees and monitoring their duties in the responsible direct supervision and care of youth and in the maintenance of a secure and safe detention facility.

Properly facilitates youth rehabilitation; ensures facility cleanliness, sanitation, and youth hygiene; monitors compliance with applicable policies and procedures and completes required reports. Assists the JDO Supervisor with staff development, scheduling, on-the-job training and performance evaluations for JDO staff. Works under limited supervision with considerable latitude for the use of initiative and independent judgment. Works shifts as assigned and is subject to working in excess of 40 hours per week and being on call.

MINIMUM QUALIFICATIONS

Training and Experience: High school diploma or equivalent, and two years of full-time wage earning experience that may be any combination of the following: experience supervising or providing rehabilitation/treatment services to youth or adults in a residential setting, detention setting, treatment, or correctional program (e.g., correctional officer, case manager, counselor, probation or parole officer).

Knowledge, Abilities and Skills: Requires a mature and emotionally stable individual with authoritative qualities. Must be of high moral character with authoritative quality. Must be sensitive and understanding to problems of youth and personnel under his/her supervision. Verbal and written communications along with the ability to logically and reasonably identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems. Ability to appropriately respond to abusive language and conduct in a manner consistent with instructions received in training. Ability to interpret and explain policies, procedures, standards, and guidelines to different audiences, and clear oral and written presentations of facts or ideas.

BENEFITS:

The Parish offers liberal benefits, including an excellent retirement system, vacations, sick leave and health and life insurance. Employee may advance to higher positions, based on his/her abilities and interests, and on the needs of the Parish.

HOW TO APPLY:

Applications must be submitted either online at www.oppj.org/hr or on the OFFICIAL FORM that is available from and may be returned to:

Ouachita Parish Police Jury, HR Department
Ouachita Parish Courthouse, 301 South Grand, Suite 201
Telephone: 318-327-1340
Equal Employment Opportunity Employer