

2019 PROGRAM SPECIFICATION  
Premier Workforce Solutions

PROGRAM #: 647

STANDARD PROGRAM: Youth Detention Worker

TARGET POP: Youth in Juvenile Detention

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YEAR: 2019

UNITS: Actuals

CLIENTS: N/A

ALLOCATION: TBD

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UNIT DEFINITION: Actual Expenses

GEOGRAPHICAL AREA TO BE SERVED: Racine County

DAYS/HRS OF SERVICE AVAILABILITY: 7 days a week 24 hours per day

MINIMUM STANDARDS:

Provider must agree to comply with the following terms and conditions:

- Standard contract language
- Certification standards where applicable
- Fiscal and program reporting criteria
- Allowable Cost Policy
- Audit criteria
- Policies and procedures as defined in Racine County Human Services Department Contract Administration Manual
- Maintain adequate liability coverage
- Civil Rights/Affirmative Action Policies
- Criminal background checks for staff
- Drug screening, driver's license checks and reference checks
- Human Resources Condensed Policy Manual for Student Interns, Volunteers, Temporary Agency and Contracted Staff.
- Payment of all wages, payroll taxes, worker's compensation, social security, federal and state unemployment insurance and any and all other federal and state taxes relating to the staff
- Fair Labor Standards Act
- Withholding payroll taxes, paying unemployment insurance, worker's compensation and social security contributions
- Complete performance evaluations and discipline and maintain employment records
- Recognize that authorization for services is approved by Racine County Human Services Department.
- All informational materials (program descriptions, brochures, posters, etc.) must identify it as a RCHSD program through the use of a standardized RCHSD format provided by Racine County.
- The program must be identified as a RCHSD program in all public presentations and media contacts/interviews.
- All Provider external vacancies shall be advertised on JobCenterofWisconsin.com and Indeed.com

## PROGRAM DESCRIPTION:

Racine County will contract with Provider to provide contract staff and payrolling services for 21 FTE Juvenile Detention Worker positions, 6 part-time on-call Detention positions. Individuals will be hired to work first shift, 7:00 a.m. to 3:00 p.m., second shift, 3:00 p.m. to 11:00 p.m., or third shift, 11:00 p.m. to 7:00 a.m. Depending on staffing, call off's and vacation time staff may be asked to stay over for another shift or to cover a needed shift. The basic function of the position will be to supervise juveniles incarcerated in the Juvenile Detention Center; maintain a secure and safe environment; ensure policies, procedures and programs are implemented and enforced; and perform related work as required for the Human Services Department's Detention Center.

### Essential Duties

1. Supervise and care for juveniles within established policies and procedures.
2. Maintain a secure and safe environment.
3. Provide basic needs of youth, such as food, clothing, personal supplies, bedding, medical needs and other supplies.
4. Perform general housekeeping and cleaning duties, operate laundry equipment and other related duties as required.
5. Maintain accurate records, including written daily behavioral reports, room checks, disciplinary reports, medication logs, incident reports.
6. Maintain discipline and enforce policies and procedures pertaining to the Center; may physically restrain juveniles when appropriate to quell disturbances to maintain a safe environment.
7. Conduct room and personal searches for cleanliness, contraband and damages.
8. Provide juveniles with positive role models, i.e., personal values, dress, behavior.
9. Provide and maintain a positive environment for the public and other staff.
10. Provide services to juveniles involved in alternate detention programs.
11. Administer first aid as needed.
12. Perform other related duties as needed.
13. Monitor and operate electronic and manual equipment.
14. Attend staff meetings and re-certification training.

### Supervision Received

Workers receive supervision from Detention Center Shift Supervisors.

### Qualifications

- High school diploma or GED equivalency
- Minimum of 21 years of age
- No convictions of a felony, misdemeanor or other offense of which the circumstances substantially relate to the circumstances of the particular job or licensed activity
- Have and maintain valid driver's license
- Previous experience in youth programming
- Residential telephone number available to Detention Supervisors
- Pass certification in the use of a self contained breathing apparatus
- Successfully complete the Wisconsin Law Enforcement Standards Board "Secure Detention Officer" training (120 hours) during the probationary period (or if not offered during probationary period, the first time the training is available) and annual re-certification, which includes rescuing juveniles in case of fire or disaster, including pulling deadweight (using two-person carrying method, with 35-55 lb. breathing apparatus on back, carrying 120 lb. dummy)
- Prompt and regular attendance

### Knowledge, Skills & Abilities

- Some knowledge of adolescent behavior, interpersonal relations and social interaction
- Ability to communicate effectively, both orally and in writing
- Ability to establish and maintain effective working relationships with the public and staff personnel
- Ability to serve as a positive role model for juveniles and provide effective directions and supervision and to take immediate appropriate action
- Ability to detect and recognize potentially hazardous situations

### Physical Requirements

- Continuous (67% - 100% of work day) feeling, talking, hearing, far, near, color, peripheral vision and light intensity of fingering
- Frequent (34% - 66% of work day) standing, walking, sitting, bending/twisting, reaching, lifting objects weighing 1-20 pounds, carrying objects weighing 1-10 pounds, light intensity of handling and medium intensity of fingering
- Occasional (1% - 33% of work day) stooping, kneeling, crouching, climbing using legs and feet, lifting objects weighing 21-80 pounds, carrying objects weighing 11-20 pounds, pushing/pulling objects weighing 1-20 pounds or 11-40 pounds on wheels

### Working Conditions

- Continuous (100% of work day) inside work
- No facial hair allowed – mustaches okay if to department and state standards
- Required to wear a designated uniform (uniform policy)
- Most times employee is required to carry a portable radio
- Possible exposure to bloodborne pathogens

### Salary Range

The salary range for each position will be between \$40,000 to \$45,000, to include taxes, a benefit package and employer mark-up.

### EVALUATION OUTCOMES:

1. 100% of referred candidates will meet minimum qualifications per the job description provided by Racine County Human Services.
2. 90% of vacancies will be filled within 60 days of initial posting.
3. 90% of employees will maintain a position within Racine County Human Services for the calendar year, maximizing employee retention.

An Evaluation Outcome Report must be submitted to Racine County HSD Contract Compliance Monitor by 2/1/20.