

**YAKAMA NATION HUMAN RESOURCES DEPARTMENT
JOB ANNOUNCEMENT**



Announcement # 2018-053 Issue Date: 02-13-18 Closing Date: 02-27-18

Juvenile Corrections Officer (1) Female Position
YN Corrections Facility
Department of Public Safety
Hourly Wage: \$16.05/Regular/Full-Time

The Juvenile Corrections Officer maintains safety and security of juvenile offenders, staff and the community by supervising the conduct, work, discipline and recreation of offenders. Work involves teaching juvenile offenders accountability, competency development and reintegration techniques. The supervision ranges from close to general with the use of initiative and independent judgment ranging from minimal latitude to moderate latitude. The Juvenile Corrections Officer is subject to work overtime, and be on call.

Knowledge, Skills and Abilities:

- Knowledge of individual and group behavior.
- Knowledge of child development and the role of the family.
- Knowledge of the causes of juvenile delinquency and current methods of juvenile offender treatment.
- Knowledge of the general techniques of communicating with and counseling adolescents.
- Knowledge of modern general office principles, practices and techniques.
- Knowledge of correct and proper use of English grammar and sentence structure.
- Knowledge and skill in use of a computer and software programs such as Microsoft Word, Access and Outlook, Spillman Records Management System.
- Knowledge of the Yakama Nation Corrections and Rehabilitation Facility P.L. 93-638 Contract
- Knowledge of the Yakama Nation Revised Law and Order Code.
- Knowledge of the Yakama Nation governmental organization policies and procedures.
- Ability to operate standard office equipment such as a copier, calculator, and fax.
- Ability to become familiar with legal terminology, legal forms, legal documents, and their purpose.
- Ability to work independently and productively.
- Ability to work under pressure and stress.
- Ability to organize and prioritize task and assignments as needed.
- Ability to maintain strict confidentiality of client and program information.
- Ability to communicate, understand and execute oral or written instructions.
- Ability to establish and maintain effective working relationships, both inside the facility and outside with good public relation skills and customer service.
- Ability to physically restrain youth when necessary in a manner consistent with instructions received in training.
- Ability to work a variety of shifts, weekends, holidays, and overtime when required.

General Recruiting Indicators:

- Minimum of a High School diploma or GED required, must have at least two year's office work experience and must be at least 21 years of age due to the sensitivity of work assignments and daily contacts within the Correctional Facility.

Special Requirements:

- Required to pass a pre-employment drug & alcohol test.
- Required to pass a pre-employment background check; Finger printing, criminal records check, and driving record check.
- Pre-employment Fitness-for-Duty Assessment to determine the applicant's suitability.
- Pre-employment Basic Skills – Written test.

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- Upon request, provide documentation of attendance and punctuality.
- Must have no criminal convictions that include felony or misdemeanor offenses in tribal, state, or federal courts one year prior to employment with the Yakama Nation.
- Must have no record of dependency actions, current, pending, or past, in Tribal or State courts.
- Must have a Washington State Driver license; and qualify for a Tribal Drivers license as this position requires transporting inmates to and from Tribal Court appointments, Medical, Dental, and other services.
- Completion of a certified Correctional Officers Training, at an accredited institution of learning such as the Federal law Enforcement Training Center or other approved training facility.
- Must be willing to work irregular hours, overtime, weekends, holidays, and rotating shifts.
- Must understand the position and working conditions, and consider the impact on personal life-style and family.
- Required to sign a code of conduct and understand sanctions for misconduct.
- Required to maintain basic first aid and CPR card current.
- Required to wear a department uniform.
- Required to take an annual physical and PEB training.
- Must be able to type/keyboard a minimum of 35 words per minute (WPM).