

ADMISSIONS SPECIALIST

GENERAL DEFINITION OF WORK:

Conducts detainee admissions and releases including admissions interviews, detainee orientation, and risk assessments for detainee unit assignments; does related work as required. Work is performed under the general supervision of the Assistant Superintendent.

TYPICAL DUTIES:

Conducts admissions interviews and detainee orientation;

Conducts risk assessments and assigns detainees to appropriate living units;

Assists Youth Care Worker IIs with detainee preparation for court as needed;

Processes releases;

Receives, inventories, returns, and/or exchanges detainee personal property;

Ensures that all detainee admissions meet criteria set forth in policies and regulations;

Ensures the orderly appearance of admissions area and adjacent areas;

Maintains and ensures an adequate supply of all admissions related materials;

Works cooperatively with the Post-Disposition Coordinator, Managers, Youth Care Supervisors, Youth Care Worker IIs, and other detention staff;

Completes transfer reports for all detainees discharged to the Department of Juvenile Justice or transferred to Hospitals, Mental Health Facilities, or other detention centers;

Completes court reports for detainees when requested by the Court Service Unit;

Maintains detailed records;

Maintains statistical data;

Conducts searches;

Assists Youth Care Supervisors with detainee/parent visitation;

Provides information and referral services to court service units, departments of social services, schools, court clerks, other service providers, parents/legal guardians, and the general public;

Enters and retrieves population and related data into and from the Juvenile Tracking System and RVJDC database;

Provides for the safe, secure, and efficient transportation of detainees to medical, dental, psychological, and other appointments outside the facility when needed;

Provides relief coverage in living units and control center as needed;

Serves as a "Medication Agent";

Audits detainee files;

Performs other duties as required.

KNOWLEDGE, SKILLS, AND ABILITIES:

Proficient knowledge of the juvenile justice and court systems. Ability to communicate effectively with detainees, staff, law enforcement personnel, and others, orally and in writing; general knowledge in the use of computers and basic word processing software; ability to efficiently plan and organize work; ability to work independently; capacity for strict attention to detail and to be thorough in work; ability to work effectively with co-workers, detainees, and other professionals; ability to work with maladjusted juveniles; ability to provide effective crisis management services; ability and willingness to organize, manage, and coordinate work operations; ability to establish and maintain effective working relationships with co-workers, supervisors, detainees, parents and/or legal guardians, and the general public; ability to safely and efficiently operate a motor vehicle.

EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to graduation with a Bachelor's degree from an accredited college or university AND 1 year of volunteer or paid experience working with a juvenile delinquent population, preferably in a secure or residential setting; OR an Associate's degree from an accredited college or university AND 2 years of volunteer or paid experience working with a juvenile delinquent population, preferably in a secure or residential setting; OR a High School Diploma, or equivalent, with 4 years working with the juvenile delinquent population, preferably within a secure or residential environment.

PHYSICAL REQUIREMENTS:

Must have the use of sensory skills in order to effectively communicate and interact with other employees, detainees, and the public through the use of the telephone and personal contact. Must have physical ability to effectively operate office equipment, such as, computers, calculators, copiers, and fax machine. Must have the ability to walk and stand for long periods of time. Must have the physical capacity to lift a minimum of 1.5 cubic feet of files (approximately 40 lbs.), move furniture, and restrain violent detainees.

SPECIAL REQUIREMENTS:

Must be able to successfully complete and maintain certification in CPR, First Aid, Med Agent, OSHA, and physical restraint without accommodation outside normal training guidelines. Must have a valid Virginia driver's license.

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THIS IS A JOB DESCRIPTION AND NOT AN INDIVIDUALIZED POSITION DESCRIPTION. A JOB DESCRIPTION DEFINES THE GENERAL CHARACTER AND SCOPE OF DUTIES AND RESPONSIBILITIES OF ALL POSITIONS IN A JOB CLASSIFICATION. BUT IS NOT INTENDED TO DESCRIBE AND DOES NOT NECESSARILY LIST THE ESSENTIAL JOB FUNCTIONS FOR A GIVEN POSITION IN A CLASSIFICATION.

