

POST DISPOSITION INSTRUCTOR (PDI)

GENERAL DEFINITION OF WORK:

Responsible for the day to day care, supervision, and security of cadets sentenced to the IMPACT 180 Program; does related work as required. Work is performed under the general supervision of the Post Disposition Program Coordinator.

TYPICAL DUTIES:

Monitors and assesses cadet behavior for potentially dangerous and/or deceptive acts that may threaten the safety and well-being of themselves or others;

Maintains discipline of cadets through the systematic implementation of approved behavior management programs;

Instructs cadets in drill and ceremony;

Coordinates and supervises cadet work assignments and recreational activities;

Develops and implements various psycho-educational groups as assigned;

Maintains daily program schedule;

Supervises cadet mealtimes;

Prepares detailed reports regarding cadet behavior;

Maintains detailed records of cadet's daily activities;

Models acceptable and appropriate behavior in conflict resolution, grievance resolution, language, conduct, and dress;

Issues clothing, bedding, toiletries, etc. as required;

Provides crisis intervention and exercises independent judgment in crisis situations as needed;

Maintains case files:

Conducts intake interviews and cadet orientation;

Conducts risk assessments and assigns cadets to appropriate living units;

Assists in preparing cadets for court, release, appointments, etc. as needed;

Processes releases;

Works cooperatively with the Post-Disposition Coordinator, Unit Supervisors, Shift Supervisor, Social Worker, and other detention staff;

Conducts searches;

Mediates cadet interpersonal conflicts;

Establishes professional interpersonal relationships with cadets and co-workers that promotes agency philosophy and mission;

KNOWLEDGE, SKILLS, AND ABILITIES:

Ability to communicate effectively with cadets, 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; ability to work effectively with co-workers, cadets, and other professionals; ability to work with maladjusted juveniles; ability to provide effective crisis management services; ability and willingness work as a part of a professional team; ability to establish and maintain effective working relationships with co-workers, supervisors, cadets, parents and/or legal guardians, and the general public; ability to exercise sound independent judgment; ability to safely and effectively physically restrain out of control cadets; ability to safely and efficiently operate a motor vehicle. Knowledge of the juvenile justice system, individual and group behavior, security practices, suicide prevention, crisis intervention techniques, medications and side effects, and group facilitation.

EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to graduation from an accredited college or university with major course work in psychology, social work, sociology, special education or related allied profession, or a high school diploma, or equivalent, with demonstrated successful experience in the care and supervision of maladjusted juveniles, preferably within a residential environment. Prior military experience preferred.

PHYSICAL REQUIREMENTS:

Must have the use of sensory skills in order to effectively communicate and interact with other employees, cadets, and the public through the use of the telephone and personal contact. Physical ability to effectively use and 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 cadets. Must pass a physical agility test without modification.

SPECIAL REQUIREMENTS:

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

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.