



# Terrebonne Parish Consolidated Government

---

## JOB DESCRIPTION

<b>POSITION TITLE.....:</b>	Education and Training Instructor
<b>DEPARTMENT.....:</b>	Juvenile Detention Center
<b>DIVISION.....:</b>	
<b>CLASSIFICATION/GRADE.....:</b>	Juvenile Program Coordinator/208
<b>REVISED.....:</b>	03/2017
<b>REPORTS TO.....:</b>	Director
<b>REVIEWED.....:</b>	03/2017
<b>WAGES.....:</b>	Salary

---

### **SUMMARY:**

The E & T Instructor coordinates and implements the daily life-skill instruction for the juveniles housed in the facility and coordinates staff development.

### **BASIC FUNCTIONS:**

The responsibilities of the E&T Instructor will include the following:

1. Supervise the creation of daily life-skills for the Terrebonne Parish Juvenile Detention Center.
2. Strictly adhere to policy and procedures of the Terrebonne Parish Juvenile Detention Center.
3. Provide life skills instruction for the juveniles housed at the facility to include, but not limited to the following: anger management, conflict resolution, communication, character development, pre-employment skills, and personal growth.
4. Shall work closely with local community groups who may assist our juveniles in not returning to our facility upon their release.
5. Shall coordinate staff development through training and the use of guest instructors and trainers.
6. Shall complete all necessary reports.
7. Shall plan and organize new employee orientation and training for direct care and administrative employees.
8. Shall assess training needs through surveys, interviews with employees and consultations with shift supervisors, managers and directors.
9. Shall answer directly to the Program Director.

### **OTHER REQUIREMENTS:**

1. Shall perform any duties not in this job description, but located within the policy and procedure manual and necessary for the smooth operation of the facility and applicable to stated position as assigned.

### **EDUCATION/EXPERIENCE:**

1. The candidate shall have at least a bachelor's degree preferably in sociology, psychology, or education from an accredited university. Work experience will be considered in place of the bachelor's degree.
2. The candidate shall demonstrate strong verbal and written skills.
3. The candidate shall demonstrate strong organizational skills, initiative, and creativity.
4. The candidate shall have a strong desire to work with troubled youth in a positive manner.
5. The candidate shall clear a criminal background check conducted by the Louisiana State Police and pass drug screen.