

# ASSISTANT WATCH COMMANDER

Juvenile Justice Complex



## JOB RESPONSIBILITIES

Terrebonne Parish Consolidated Government's Assistant Watch Commander is responsible for assisting in overseeing the safety, security, and rehabilitation-focused programming of juvenile residents while supervising the performance of juvenile care staff.

### JOB OVERVIEW

#### PAY TYPE

Non-Exempt (Hourly)

#### SCHEDULE

Varies

#### SHIFT

Varies based on shift

#### LOCATION

Juvenile Justice Complex

#### REPORTS TO

Watch Commander

#### PHYSICAL DEMANDS

Lift up to 50 lbs. (medium)  
Incorporate ground level restraint and ground defensive techniques.

#### WORK ENVIRONMENT

Directly work with juveniles housed in the facility.

#### EMERGENCY EVENTS

Required to work during emergency events.

#### REQUIREMENTS

Pass a Louisiana State Police Criminal Background Check and Abuse/Neglect Background Check

Strong desire to work with troubled youth in an energetic and positive manner.

In this role, the incumbent is required to provide leadership and guidance to juvenile care staff and ensures the effective implementation of daily programs, facility procedures, and compliance with all regulations and policies.

The Assistant Watch Commander supports the Watch Commander in ensuring that all facility protocols are followed, residents' needs are met, and staff are effectively managed to create a structured and supportive environment.

The role also requires operating control boards, attending regular training, and using defensive tactics to manage combative juveniles.

## JOB DUTIES

- Assist the Watch Commander in managing shift operations and supervising juvenile care staff.
- Lead daily staff briefings and end-of-shift debriefings to ensure operational continuity.
- Monitor staff conduct and performance, provide corrective guidance, and assist with disciplinary actions when necessary.
- Assist in overseeing daily routines for juvenile residents, including meals, hygiene, recreation, education, and medication distribution.
- Ensure the safety and well-being of residents by maintaining a structured and secure environment.
- Conduct regular headcounts, dorm inspections, and perimeter checks to monitor safety and resident accountability.
- Supervise dormitory cleaning and sanitation efforts.
- Address and de-escalate behavioral incidents using approved physical intervention techniques when required.
- Maintain awareness of all shift activities and coordinate with other departments to deliver essential services (e.g., education, counseling, medical care).
- Document resident behavior, incidents, and operational activities accurately and in a timely manner.
- Review and respond to facility communications, including email correspondence and internal reports.
- Ensure facility policies and procedures are consistently enforced and followed.
- Perform intake and release procedures when necessary.
- Transport juveniles to medical appointments, court proceedings, or other external destinations as required.
- Provide support for resident communications, including phone calls, letters, and visitation.
- Assist with kitchen operations, laundry, and other facility logistics as needed.
- Attend all mandatory training sessions, including ethics, defensive tactics, and sexual harassment prevention.
- Conduct and participate in monthly fire drills and ensure readiness for emergency situations.
- Complete supply and uniform inventory checks regularly.

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## JOB DUTIES CONTINUED

- Participate in quarterly One-on-One meetings with Supervisor.
- Complete all required annual trainings—including ethics, harassment prevention, diversity, and cybersecurity—in accordance with organizational and regulatory standards.
- Ensure all duties and responsibilities are performed with integrity, professionalism, and in good faith, consistently upholding and protecting the interests, reputation, and assets of the Parish government.
- Perform any additional task as required by Supervisor.

## SKILLS AND QUALIFICATIONS

- **Leadership Skills:** Ability guide and motivate staff, enforce policies, and maintain authority in high-pressure situations. Capable of supervising and guiding juveniles with a firm but supportive approach.
- **Time Management:** Efficiently manage multiple responsibilities such as staff supervision, documentation, incident response, and resident oversight within tight shift schedules while maintaining attention to detail. Must be able to prioritize tasks and adhere to schedules.
- **Analytical Skills:** Quick decision-making ability to assess resident behavior, evaluate incidents, identify potential risks, and make informed decisions in dynamic environments. Critical thinking skills to assess situations and determine the best course of action.
- **Communication Skills:** Strong verbal and written communication skills to clearly convey information and instructions to juveniles, coworkers, and supervisors. Ability to document and report incidents accurately and professionally.
- **Organizational Skills:** Ability to multitask, stay flexible in a dynamic environment, manage shift operations, maintain accurate records, coordinate programs, and ensure policy compliance while maintaining a safe and orderly environment.
- **Technical Skills:** Knowledge of safety and security equipment is essential for ensuring the safety of both juveniles and staff, as well as proficiency in defensive tactics and physical restraint techniques to manage combative juveniles safely.
- **Qualifications:**
  - High school diploma or GED certification required.
  - Must have one (1) years of experience working in the human and social service field such as corrections, security, mental health counseling, or other related social science professions.

