



Terrebonne Parish Consolidated Government

JOB DESCRIPTION

POSITION TITLE.....:	Assistant Watch Commander (Shift Supervisor Assistant)
DEPARTMENT.....:	Public Safety
DIVISION.....:	Juvenile Justice Complex
CLASSIFICATION/GRADE.....:	Assistant Watch Commander/106
REVISED.....:	10/2019
REPORTS TO.....:	Watch Commander, Assistant Director, Director
REVIEWED.....:	10/2019
WAGES.....:	Non-Exempt (Hourly)

SUMMARY:

The Assistant Watch Commanders will assist the Watch Commander in coordinating the security, and daily activities of the juveniles in the Terrebonne Parish Juvenile Detention Center.

BASIC FUNCTIONS:

The responsibilities of the Assistant Watch Commander will include the following:

1. Assist the Watch Commander in the shift supervision and the shift activities of Juvenile Care Associates.
2. Strictly adhere to policy and procedures of the Terrebonne Parish Juvenile Justice Complex.
3. Shall be designated facility leader in the absences of the Director, Assistant Director and Watch Commander.
4. Shall supervise the daily activities of the juveniles housed in the facility.
5. Shall complete all necessary reports.
6. Shall perform all admissions criteria in the absence of the Admissions Tech and the Watch Commander.
7. Shall attend any training required and necessary for effective job performance.
8. Shall assist and maintain a thorough knowledge of all shift activities (operational awareness).
9. On occasion, the position will require the ability to **restrain combative** juveniles and defend oneself through **dynamic** movement and defensive tactics, which may incorporate ground level restraint and ground defensive techniques.

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.

EDUCATION/EXPERIENCE:

1. The candidate shall have at least a high school diploma or a GED equivalent.
2. The candidate with some college is preferred but not necessary.
3. The candidate shall demonstrate a basic understanding of the policy and procedure manual of the Terrebonne Parish Juvenile Justice Complex.
4. The candidate should have administration experience in the management of people.
5. The candidate shall have a **strong desire** to work with troubled youth in an **energetic positive** manner.
6. The candidate shall clear a criminal background check conducted by the Louisiana State Police and pass a drug screen.