

# JUVENILE CARE ASSOCIATE

*Juvenile Justice Complex*



## JOB RESPONSIBILITIES

Terrebonne Parish Consolidated Government's Juvenile Care Associate is responsible for supervising juveniles in the detention facility, ensuring their safety and engagement during daily activities, recreation, and classroom sessions.

### JOB OVERVIEW

#### PAY TYPE

Non-Exempt (Hourly)

#### SCHEDULE

Varies

#### SHIFT

Varies based on shift

#### LOCATION

Juvenile Justice Complex

#### REPORTS TO

Assistant 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 a n energetic and positive manner.

In this role, the incumbents' responsibilities include adhering to facility policies, completing reports, assisting with laundry and cleaning tasks, and supporting transportation duties.

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

### JOB DUTIES

- Supervise the detention, recreational activities, and daily routines of juveniles within the facility, ensuring safety and compliance with established protocols.
- Adhere to all policies, procedures, and regulations set forth by the Juvenile Justice Complex.
- Accurately complete and maintain required reports and documentation.
- Assist with facility operations, including laundry duties, as assigned.
- Operate control boards (main and pod) as part of a daily rotation.
- Support the transportation department with juvenile transfers when directed.
- Oversee and monitor the completion of cleaning assignments by juveniles.
- Attend all mandatory training sessions, including ethics, defensive tactics, and sexual harassment prevention.
- Apply appropriate defensive tactics to safely manage combative juveniles and ensure personal safety through dynamic movement and restraint techniques.
- 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.

Questions? No problem!

Email us at [employment@tpcg.org](mailto:employment@tpcg.org).

## SKILLS AND QUALIFICATIONS

- **Leadership Skills:** Ability to manage group dynamics and maintain order while fostering a positive environment. Capable of supervising and guiding juveniles with a firm but supportive approach.
- **Time Management:** Efficiently managing multiple tasks while maintaining attention to detail. Must be able to prioritize tasks and adhere to schedules.
- **Analytical Skills:** Quick decision-making ability to address issues that may arise unexpectedly. 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, and ensure all tasks are completed on schedule is essential, as is the capacity to monitor and report on daily activities 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.

