

WATCH COMMANDER

Juvenile Justice Complex



JOB RESPONSIBILITIES

Terrebonne Parish Consolidated Government's Watch Commander is responsible for overseeing the detention, security, and daily operations involving staff and juveniles housed within the Terrebonne Parish Juvenile Justice Complex.

JOB OVERVIEW

PAY TYPE

Non-Exempt (Hourly)

SCHEDULE

Varies

SHIFT

Varies based on shift

LOCATION

Juvenile Justice Complex

REPORTS TO

Assistant Director/Director

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 incumbent will be expected to supervise staff, maintain facility security, coordinate with internal and external departments, and foster a safe, structured, and rehabilitative environment for youth.

The Watch Commander serves as the acting facility leader in the absence of the Director and Assistant Director and is expected to respond to emergency events as needed.

JOB DUTIES

- Direct and oversee the operations of a shift team comprised of assigned personnel.
- Set daily expectations, provide guidance, and foster a positive, professional work environment.
- Serve as the acting facility leader in the absence of the Director or Assistant Director.
- Conduct employee evaluations and provide mentorship and training to new staff members.
- Process leave requests and address shift-related concerns in a timely and effective manner.
- Monitor and manage the daily routines of residents, including meals, showers, education, recreation, and downtime.
- Facilitate scheduled activities such as phone calls, letter writing, visitation, and religious services.
- Coordinate with internal staff such as teachers and social workers to ensure secure and productive programming.
- Maintain resident point sheets and document behavioral performance.
- Ensure security oversight of the entire facility, including conducting perimeter checks, dorm and pat-down searches, and emergency drills.
- Respond to critical incidents and physically intervene when necessary, using approved restraint techniques.
- Administer resident admissions when the designated technician is unavailable.
- Implement and monitor behavior plans for high-risk juveniles.
- Conduct shift debriefings and relay critical information to incoming/outgoing staff.
- Respond to emails, parental phone calls, and internal communications.
- Complete all required reports, logs, and documentation accurately and on schedule.
- Maintain collaborative relationships with external agencies and assist with resident transportation as needed
- Adhere strictly to facility policies, procedures, and professional standards.
- Attend required training sessions, including ethics, sexual harassment, CPR (biennially), and Safe Crisis Management (SCM) recertification.

Questions? No problem!
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JOB DUTIES CONTINUED

- Demonstrate a thorough understanding of the facility's operations manual and apply procedures consistently.
- Exhibit physical readiness to perform defensive tactics and respond to emergencies.
- Review and approve Absence Requests, FAST forms, and employee timecards submitted through TeamTPCG to ensure accuracy, compliance with policy, and timely processing.
- Participate in quarterly One-on-One meetings with Supervisor.
- Conduct quarterly One-on-One meetings with each subordinate to ensure alignment on responsibilities and expectations, track progress, identify areas for support or development, and facilitate meaningful feedback and goal setting.
- Ensure employees 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 other duties as assigned by Supervisor.

SKILLS AND QUALIFICATIONS

- **Leadership Skills:** Must have strong leadership to motivate staff, manage team dynamics, and make sound decisions in high-pressure situations.
- **Time Management:** Must be able to effectively balance shift duties, administrative responsibilities, and emergent incidents without compromising facility operations.
- **Analytical Skills:** Quick decision-making ability to address issues that may arise unexpectedly. Must be able to apply critical thinking to assess behavioral patterns, identify security risks, and implement proactive solutions.
- **Communication Skills:** Strong verbal and written communication skills to clearly convey information and instructions to juveniles, coworkers, and supervisors while maintaining confidentiality and authority. Ability to document and report incidents accurately and professionally.
- **Organizational Skills:** Ability to organize schedules, documentation, staff rotations, and resident activities is vital to ensure smooth and compliant daily operations.
- **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. Proficiency in report writing, electronic monitoring systems, and basic computer software is necessary for accurate documentation and effective communication.
- **Qualifications:**
 - High school diploma or GED certification required.
 - Must have a minimum of two (2) years of proven administrative experience with direct staff supervision and personnel management in correctional, law enforcement, juvenile justice, or related social science fields.

