



Central Iowa Detention

The Infusion of Proven Business
Practices for the Betterment of
Government and its People

NOW HIRING

Part Time Client Service Coordinator

- **PAY: \$21.12/hour**
- IPERS, Holiday and OT Pay
- Flexible Schedule, WILL WORK AROUND CLASSES
- 20-40 hrs/week, nights & weekends expected
- 52 minute commute from (ISU) Ames to Eldora
- 44 minute commute from (UNI) Cedar Falls to Eldora
- 25 minute commute from (ECC) Iowa Falls to Eldora
- APPLY ONLINE AT www.cijdc.com, contact travis@cijdc.com for inquiries, no resume required
- INTERNSHIP CREDIT AVAILABLE WITH EMPLOYMENT (consult advisor/professor)

Essential Duties and Responsibilities:

These are not to be construed as exclusive or inclusive. Other duties will be required and assigned.

Juvenile Detention

- Records all behaviors observed.
- Monitors and supervises activities.
- Implements timeliness of each activity.
- Maintains safety and security of residents.
- Performs general housekeeping duties.
- Communicates on a professional level to Co-Workers, JCO's, Attorneys, DHS Workers, Parents, etc.
- Provides crisis intervention for residents.
- Physically or mechanically restrains residents.
- Facilitates group sessions
- Dispenses medication
- Ability to maintain client confidentiality

Transportation

- A thorough pat search must be done before transporting.
- Transporters must maintain adequate Auto Insurance and keep Proof of Insurance in their car.
- Ability to accurately Log Depart time/mileage and Return time/mileage per trip.
- Knowledge and Resourcefulness in obtaining road/weather conditions.
- Calculating Departure and Trip time to ensure timeliness of all transports.
- Provide safe and secure transportation for non-delinquent contracted clients including infants and adults.

Preferred Knowledge, Skills and Abilities:

- Knowledge of Juvenile Justice System.
- Valid Driver's license and Good Driving Record
- Professional Communication skills.
- Ability to function as a team member.
- Ability to complete job tasks in a competent manner.
- Some Computer literacy and office skills

Minimum Employee Requirements:

- 18 years of age
- SMART Phone
- Clear Child Abuse Record Check
- Less than 3 moving violations in the past three years (severe count as two, i.e. OWI, Excessive Speeding)
- Acceptable Criminal History Check
- Proof of Auto Insurance and Reliable vehicle
- High School Diploma or GED

Education, Experience And Training:

Preference given to candidates with:

- College Degree
- Experience in the Juvenile Justice Field
- Continuing College Level Courses
- Related Employment Experience or Training

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“Celebrating 20 years of Excellence for the people of Iowa”

Phone: (641) 858-3852 Website: www.cijdc.com