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# Youth Program Officer I

| JOB CODE | JOB FAMILY | PROFILE |
|---|---|---|
| **JCV335** | **Health and Social Services** | **Youth Program Officer I** |
| **PAY TYPE** | **PAY RANGE** | **REVISION DATE** |
| **Hourly** | **$18.60 - $26.50** | **November 2, 2026** |

The Youth Program Officer I, provides direct supervision, care, and treatment of residents who are in custody with Youth Services Center or its programs. Maintain security, order, and discipline to prevent disturbance, escapes and ensure the safety of residents, staff, and the community. Process new residents, to include strip search, shower, issue of clothing, and orientation of the rules and regulations of the Youth Services Center.

## Job Description

### DUTIES AND RESPONSIBILITIES

- Maintains security, order, and discipline to prevent disturbance, escapes, and ensures the safety of residents, staff and the community.
- Processes new residents, including strip searching and showering, issuance of clothing, and orientation to the rules and regulations of the Youth Services Center.
- Maintains a written log of behavioral incidents and observation of residents; is aware of resident's room assignments; and monitors resident's physical location always.
- Evaluates, recommends, and implements programs that include education of residents in daily living skills, social skills and work/study habits.
- Counsels residents in group and individual sessions.
- Provides oral and written reports on residents to supervisors regarding their progress and problems of residents under the custody of Youth Services Center and its managed programs.

- Assigns and monitors activities of residents; supervises residents in physical education and recreational activities.
- Observes, searches residents, and conducts inspections and searches of facility as needed.
- Transports residents to court, hospitals, or other facilities and service locations outside of the Youth Services Center.
- Physically restrains violent residents, and if necessary, pursues residents on foot, in the case of escape attempts.
- Initiates contact with parent(s), legal guardian(s), Probation and Parole Officer(s) and other agencies.
- Assists in the intake process when assigned.
- Intake assignment also includes handling the control center, answering the telephone, and responding to visitors, court and law enforcement officers, and others with business at Youth Services Center.
- Performs other operational job-related duties and on the job training as required or assigned.
- *The above information is intended to outline the general nature and scope of the duties required for this position. It is not an exhaustive list and may vary depending on specific job assignments and responsibilities.

## MINIMUM QUALIFICATIONS

- High School Diploma or GED.
- Two (2) years of post-High School related experience working with youth or (2) years working in a security field or providing direct patient care.

*Any equivalent combination of related education and/or experience may be considered for the above requirements.

## SUPPLEMENTAL INFORMATION

### SCREENING AND COMPLIANCE

The offer of this Bernalillo County position requires compliance with the following:

- Successful completion of a post-offer employment medical examination and background investigation.
- Adherence to all County safety guidelines.
- Complete all FEMA training(s) assigned to this position.
- Possession of a valid New Mexico driver’s license by the date of hire and maintenance of a valid license while employed in this position.
- Complete required supervisor training, if applicable.
- Employee must undergo 120 initial hours of on-the-job training, including State Juvenile Code and “A Level” Restraint Training. Employee must undergo re-certification in these areas every six months.

- Employee must comply with Bernalillo County safety policy requirements to include use of an OSHA approved respirator when required.

## WORKING CONDITIONS

- Duties are performed primarily indoors (90%) with some outdoor work (10%). Indoor duties are performed in a temperature-controlled environment. Outdoor duties typically involve transportation of residents and recreational activities with residents.
- Work hazards or potential work hazards include a possibility of personal injury from violent residents or heavy exertion activities while restraining or pursuing residents.
- Employee may be required to do shift work.
- Work hazards or potential work hazards include working in assignments and areas possibly exposed to infectious disease which require the use of an OSHA approved respirator.

## EQUIPMENT, TOOLS, AND MATERIALS

- Utilizes computers and communication equipment daily.
- Utilizes recreational/sports equipment, facility keys, handcuffs and shackles on a frequent basis.
- Worker handles fire extinguishers and oxygen equipment on an occasional basis.
- Operates a county vehicle as necessary.
- Must be able to use when appropriate an OSHA approved respirator to include medical evaluation for respirator use and fit testing for proper sealing.

### Additional Description

This job profile is classified as safety-sensitive. Employees with safety-sensitive job profiles are subject to pre-employment, reasonable suspicion, post-accident, return-to-duty, and random drug & alcohol testing in accordance with the organization’s Drug and Alcohol Testing Policy.

Duties that require a Commercial Driver’s License (CDL), firearm(s) use, or are otherwise regulated under the Federal Aviation Administration (FAA), Federal Motor Carrier Safety Administration (FMCSA), or the Omnibus Transportation Employee Testing Act, are subject to all applicable federal drug and alcohol testing requirements. Employees in these federally regulated positions must comply with all DOT testing procedures, including enrollment in a DOT-compliant random testing pool.