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Youth Program Officer II (Non-Union)

JOB CODE	JOB FAMILY	PROFILE
JCV445	**Health and Social Services**	**Youth Program Officer II (Non-Union)**
PAY TYPE	**PAY RANGE**	**REVISION DATE**
Hourly	**$21.15 - $30.13**	**April 10, 2026**

The Youth Program Officer II (NU), under general supervision of a Program Manager, provides direct supervision, care and treatment of residents who are in the custody of the Youth Services Center or its programs.

Job Description

DUTIES AND RESPONSIBILITIES

- Maintains security, order, and discipline to prevent disturbances, escapes, and ensures the safety of residents, staff, and the community.
- Serves as first line lead-worker to ensure shifts are fully staffed and that maintenance of units and facility security are maintained including resident searches and facility inspections.
- Conducts and participates with in-service training and staff development programs.
- Assists in training, assigning, and leading subordinate staff.
- Evaluates, recommends, and implements programs to educate residents in daily living skills, social skills and work/study habits.
- Counsels resident’s in-group and individual sessions.
- Reviews youth files/records to ensure accurate, updated documentation and provides oral and written reports to the Program Manager.

- Assigns and monitors activities of residents; supervises residents in physical education and recreational activities.
- 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.
- Ensures appropriate shift transition, including but not limited to accumulation of all pertinent documents, staffing issues, resident count, equipment, and keys.
- Initiates contact with parents, legal guardians, Probation and Parole Officers and other agencies.
- 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

- Associate's Degree in Law Enforcement, Criminology, Psychology or related field
- One (1) year of related experience working with at risk adolescents in a lockdown, secure or correctional facility.

*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 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.