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: $16.68/hour**
- $585 monthly position stipend if work >35 hours per week for 16 weeks, IPERS, Holiday and OT Pay
- Flexible Schedule, WILL WORK AROUND CLASSES
- 20-40 hrs/week, nights & weekends expected
- 45 minute commute from Cedar Falls to Eldora (2-4 times per week)
- 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.
- 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.
- Transports 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.

**Drug Testing**
- Collection Drug Testing kits
- Providing accurate and timely documentation
- Maintains the integrity of the collection process.
- Communicates on a professional level with other agencies
- Ensures the privacy of the clients being tested.
- Ensures the security of the specimen.
- Assists in the maintenance of the facility drop sites.
- Implements timeliness of each specimen collection.

**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

**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

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

Phone: (641) 858-3852 Website: [www.cijdc.com](http://www.cijdc.com)