

Robert Smith

Juvenile Supervision Officer/Coordinator

CONTACT DETAILS

1737 Marshville Road,
Alabama
(123)-456-7899
info@qwikresume.com
www.qwikresume.com

SKILLS

Microsoft Office, Email,
Management.

LANGUAGES

English (Native)
French (Professional)
Spanish (Professional)

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

Reference - 1 (Company
Name)
Reference - 2 (Company
Name)

PERSONAL STATEMENT

Management professional offering over 15 years supporting diverse organizations in security, probation, juvenile and child services meeting all regulatory requirements. Former Adjunct Professor lecturing in Criminal Law and working as a Legal Assistant.

WORK EXPERIENCE

Juvenile Supervision Officer/Coordinator **ABC Corporation - March 2014 - July 2015**

Responsibilities:

- Responsible for the welfare, safety, and security of residents.
- Completed reports, and daily logs, at random intervals not to exceed the allotted time when documenting resident behavior and progress.
- Effectively completed the National School Lunch checks as required on the sheets during meals that are provided to residents by the supervising Juvenile Supervision Officer.
- Structured and cleaned work areas in the entire facility especially in the units, dorms, rooms, classrooms, recreation areas and hallways etc.
- Supervised and maintained a ratio of 12 juveniles at a time in a high stress environment.
- Worked as part of a team to properly maintain control of juvenile offenders in a living and learning environment.
- Responded to calls for assistance and provided assistance as needed to maintain safety and security.

Juvenile Supervision Officer **Delta Corporation - 2009 - 2014**

Responsibilities:

- Communicates noteworthy information to unit and shift supervisors, casework staff, and the administration.
- Operates departmental vehicles for the safe transport of juveniles as needed.
- Complies with the departments Mandatory Stay Over (MSO) policy when administration determines that the safety and security of the juveniles necessitates for staff members to work additional hours.
- Works scheduled hours according to assigned shift.
- Adheres to all departmental policies and procedures, the Texas Juvenile Justice Department (TJJD) standards; federal, state, and local statutes at all times.
- Juvenile Detention Officer, Dallas County Juvenile department.
- Maintain the safety and security of all the people In the facility, especially the youth.

Education

Juris Doctorate - (Southern University Law Center - Baton Rouge, LA)