



Human Resources

949 West Alameda Street, Santa Fe, NM 87501
Phone: 505-992-9880 Fax: 992-9895
Email: www.santafecountynm.gov

Job Title: Life Skills Worker I

Department/Division:	Corrections/ Youth Development Program		
Salary:	\$10.6600/hr - \$15.8951/hr	Range:	5
Position Status:	Full-Time/ Classified		
FLSA Status:	Covered		
Closing Date:	January 24, 2017		
Job #:	1-2017-015		

The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification, only to provide a summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.

Primary Purpose:

Under direct supervision, maintains continuous state of alertness to control and secure the facility and detainees, and to operate within legal constraints and contract stipulations.

Essential Job Functions:

- Responsible for facility operations during evening and night shift particularly during sleeping hours.
- Checks status of entire facility to include completing 15 minute room checks, communicates information to other Life Skills Worker's including: resident head counts, identification of fire and safety hazards, and security of the building.
- Maintains cleanliness of facility.
- Documentation of significant events which may occur during shift in the Post Log Book; including head counts, vehicle dispatches, significant clinical events, conditions of facility, and AWOL of suicide attempts.
- Administers first aid and CPR treatment if required. Notifies Night Supervisor in the event of a facility emergency. Directly responsible for conducting booking and releasing procedures.
- Participates in staff meetings by sharing observations and recommendations regarding the facility, residents and staff in order to identify and solve problems and functions as a unified team.
- Maintain confidentiality regarding employees, and residents.
- Performs other duties as assigned or required.

Knowledge / Skills :

- Write legible reports in English using correct grammar.
- Add, subtract, multiply, divide and calculate percentages.
- Ability to effectively interact with others, communicate verbally, and react quickly and appropriately to emergency situations.

Minimum Qualifications

- High school diploma or equivalent.
- Must pass background check (driver's license, criminal history, and wanted persons).
- Must possess a valid New Mexico Class D driver's license. Incumbent may be appointed to drive a Santa Fe County vehicle while conducting County business.

Working Conditions:

Juvenile detention center setting. Frequent standing, walking, sitting, bending, lifting (75 lbs max.); must be able to visually observe residents and staff; hear, understand, and interpret resident and employee behavior; detect odors through sense of smell for such things as marijuana and alcohol. Communicate verbally and in writing. Resident population may become unruly at times, and escapes may be attempted, requiring quick reflexive responses. Work is primarily in an office environment. Some fieldwork may be required in various weather conditions. May be required to work evening and weekend hours. Manual and finger dexterity required. May be subject to exposure to CRT's VDT's and UV rays. Incumbent will be subject to random pat down searches. Essential employees shall be required to work assigned shifts regardless of adverse weather conditions or holidays.

Conditions of Employment:

Selected candidate must submit to and pass a County paid pre-employment physical and drug/alcohol screening. Additionally, selected candidate must submit to and pass a county paid criminal background screening. Selected candidate must possess and maintain a valid New Mexico Class D Drivers License as incumbent shall be appointed to drive a County vehicle during the performance of his/her duties.

Submit Applications to:
Santa Fe County Human Resources
949 West Alameda Santa Fe, NM 87501

Resumes will not be accepted in lieu of the official Santa Fe County employment application.
Proof of education, certificates and/or endorsements must be attached to each application.