13th Judicial Circuit Court

Robert L. Perry Juvenile Justice Center



Part-Time Program Assistant

Starting wage is $17.05 an hour with option of a pay increase after 6 months.

Basic Functions and Responsibilities:

We are looking for energetic people to work in the direct care and supervision of juveniles placed within a detention facility. An employee in this position is responsible for the safety, personal conduct, care and supervision of juveniles during a work shift. The employee is expected to exercise limited judgement and discretion in the performance of duties in accordance with detention policies and procedures.

Direct Care Staff directly supervise the residents in the detention center with an emphasis on safety, security, and behavior control. Tasks include but aren't limited to assisting with laundry, filing, and meal preparation. We will provide all the training you need to be successful.

Hours will vary in this position and we are willing to work with your schedule. This position may be scheduled for 5 to 20 hours per week, depending on availability. Shifts are needed for every day of the week.

Minimum Qualifications:

(The following represents the minimum education and experience that will be used to determine qualifications of applicants, provided equivalent substitution will be permitted in case of deficiencies of either experience or education. Education above the minimum stated may be substituted on a year for year basis for the required general experience; experience above the minimum stated may be substituted on a year for year basis for the required education.)

- High School education, GED or equivalent plus one year responsible work experience or two years general college work.
- Must be 21 years old.
- Must be free from all illegal drugs.
- Must have a clean background check.

To Apply:

Applications are available electronically at:

http://www.courts.mo.gov/hosted/circuit13/other/jobs.htm

OR

In person at the Robert L. Perry Juvenile Justice Center, 5665 N. Roger I Wilson Memorial Drive, Columbia, Missouri 65202.

Completed application may be submitted electronically in PDF format to BNE-Jobs-JJC@courts.mo.gov or returned to the Robert L. Perry Juvenile Justice Center.

Application will be received until all positions are filled.

An Equal Opportunity Employer