

YOUTH WELFARE DIVISIONTURANA YOUTH TRAINING CENTREPART XVIDUTY STATEMENTPrincipal Youth Officer.

To assume responsibility for the executive control of institution in the absence of Superintendent and Deputy Superintendent.

To exercise general supervision of the Youth Officer staff and trainees.

Under the direction of the Superintendent, to plan, organize and control all work parties.

In collaboration with Chief Youth Officers, to organize sporting and recreational activities.

To supervise the supply, issue and storage of all stores and equipment.

To supervise all officers' diaries and reports.

To prepare comprehensive progress reports on trainees for the Superintendent.

To control and direct all prescribed instructions relating to trainees, including admission and discharge.

To note and follow up physical condition of inmates. To check and report on medical treatment.

To supervise preparation of all staff rosters.

To administer procedures relating to leave.

To interview trainees, parents, parole officers and ministers of religion regarding their activities and to foster public relations.

To assist with the interview and selection of new staff.

To assist the Superintendent in completion of annual reports on staff.

To arrange and control all escorting.

To maintain security of the entire institution at all times, and to be responsible to the Superintendent for the discipline of all trainees and staff.

Other duties, as directed by the Superintendent.

Chief Youth Officer (Male).

To act as executive officer in the absence of senior executive officer.

To control and supervise a Division (e.g. The Remand Centre, Classification Centre, or Youth Training Centre).

To direct and supervise the work of Senior Youth Officers and other divisional staff.

To supervise "in-service" training of Divisional staff and supervise practical work of members of Training Division courses.

Duty Statement. (Cont'd.)Chief Youth Officer (Male). (Cont'd.)

To organize work programmes, physical training and all group and recreational activities.

To handle disciplinary problems and misconduct on the levels between trainees and the Principal Youth Officer.

In the absence of the Principal Youth Officer to interview parents and visitors; to deal with enquiries relating to personal problems, leave, mail, and outings; and to foster good public relations.

To supervise procedures and requisitioning of clothing, equipment, tools and all stores for a Division.

To assist with the preparation of divisional staff rosters.

Other duties as directed by the Superintendent.

Senior Youth Officer.

To assume control of a Division in the absence of the Chief Youth Officer.

To implement and direct work programmes, physical training, and group and recreational activities.

To direct and supervise the work of Youth Officers.

To direct and supervise the complete organization of a Section for all its activities during a shift. (This includes supervision of meal times and personal hygiene of trainees).

To check and supplement Youth Officers' reports on trainees. To prepare regular reports on progress, behaviour and response to training of trainees. To prepare weekly reports on trainees' earnings.

To be responsible for ordering, issuing and maintenance of section stores and equipment. To prepare reports on maintenance of trainees' quarters.

To organize and implement special projects within a section, within the Training Centre or elsewhere, as appropriate. (This involves utilisation of special skills of Youth Officers. Refer to the Youth Officer Duty Statement, Item 9).

To organize fire drill instruction.

To maintain the security of the section at all times.

To carry out other duties as directed by the Superintendent.

Youth Officer (Male).

To control and supervise trainees in accordance with prescribed instructions.

To control and supervise trainees engaged in work programmes, physical training and recreational activities.

To maintain prescribed checks on numbers and local movements of trainees.

To submit reports on conduct and performance of duties of trainees.

Duty Statement. (Cont'd.)Youth Officer (Male). (Cont'd.)

To control discipline of a group of trainees and report instances of serious misconduct to Senior Youth Officer.

To act as personal security escort within the institution and also to treatment facilities outside, such as hospitals, other Youth Training Centres and recreational and sporting engagements.

To attend to minor medications and surgical dressings as directed by medical staff. To observe and report any illness of, or injury to, a trainee.

To develop and maintain good standards of personal hygiene amongst trainees.

As directed, to lead and instruct selected trainees in Youth Officer's own specialty. (Each Youth Officer has at least one skill in which he can instruct, e.g., painting, gardening, poultry keeping, bricklaying, motor mechanics, gymnastics.)

Other duties as directed by the Superintendent.

Youth Officer (Female).

To control and supervise the procedures in the dining rooms and kitchen and to organize trainees in their duties around these areas.

To control clothing stores in the sections and to see that at all times they are in good repair and condition.

To provide homely attention and emotional balance to trainees by being willing to discuss and take an interest in their activities.

To check cleanliness and tidiness of bedrooms and bathrooms and to report to the Senior in charge of the section.

To give care and attention to any sick trainees in the section.

To accept responsibility for the soft furnishings and general pleasantness of the section.

To undertake such duties as directed by the Senior Youth Officer.