

*Maryland Department of Budget & Management*  
*Office of Personnel Services and Benefits*

ROBERT L. EHRLICH, JR.  
Governor  
MICHAEL S. STEELE  
Lieutenant Governor

JAMES C. DIPOLA, JR.  
Secretary  
CECILIA JANUSZKIEWICZ  
Deputy Secretary

**STATEWIDE CONTRACTUAL RECRUITMENT**  
**Opportunities with Department of Juvenile Services (DJS)**  
**TOGETHER ... RESHAPING YOUNG LIVES.**

DJS embraces a balanced and restorative justice philosophy to ensure the public safety and protection of the community, to hold juvenile offenders accountable to victims and communities, and to develop youth competency and character to assist them in becoming responsible and productive members of society.

**Please mail your completed Application Packet to:**

Recruitment & Examination Division, Rm 501; 301 W. Preston Street, Baltimore, MD 21201

**For an Application Packet or detailed job specification:** Access it online: [www.dbm.maryland.gov](http://www.dbm.maryland.gov) under "DJS Statewide Contractual Recruitment"; or call (410) 767-4850; toll free (800) 705-3493. Submit **ONE application** and indicate **all job titles and counties of interest and job # 04-DJSSCR**. Please be sure to include a signed authorization for release of information form and willingness statement.

**CLOSING DATE: November 30, 2004** Applicants will be processed in the order of receipt of a completed application packet. Contractual employees may be converted to permanent State positions with full benefits after six months of successful performance.

**DJS Resident Advisor Trainee/I**  
**(\$26,038 - \$42,393)**

Supervision and guidance to youths residing in a DJS facility by observing and interacting with youths, assisting them with everyday life skills and advising them of appropriate alternative behaviors as needed. Employees are assigned to a regular shift (day, evening, night) but may be required to work other shifts, weekends and holidays as required by staffing needs, and may be subject to call-in based on staffing needs. Requires High School or GED; no experience for trainee; and one year of experience working with groups of children or youth in a structured environment, such as a recreation center or school OR Associate of Arts degree in a related field for the I level.

**DJS Youth Recreation Specialist I**  
**(\$27,710 - \$42,393)**

Recreational program services for youths that have been detained or placed in a DJS facility. Supervision and custody of youths participating in recreational and leisure activities. Requires HS or GED and one year of experience supervising recreational activities of children or youth in a recreation center, fitness center or school setting OR an Associate of Arts degree in an approved recreational program.

**DJS Case Management Specialist I**  
**(\$29,501 - \$45,205)**

Entry-level work involving case management services to juveniles in a community or residential setting. Employees implement and coordinate the delivery of services and treatment plans for juveniles on informal supervision, probation supervision, after-care supervision, detained pending trial or disposition, or committed to DJS. Requires a Bachelor's degree OR an Associates degree in the social/behavioral sciences or criminal justice & two years of experience providing direct services to children in a community or residential setting.

**DJS Youth Transportation Officer Trainee/I**  
**(\$26,038 - \$42,393)**

Intermediate level work transporting and escorting youths who have been detained or placed in a facility operated by DJS. Involves the operation of motor vehicles such as ten passenger vans or automobile on roadways, and occasionally interstate roadways, throughout Maryland. Requires same as Resident Advisor Trainee & I PLUS valid Driver's license for both levels.

# Maryland Department of Juvenile Services

## Authorization to Release Information

This is to certify that I, \_\_\_\_\_, am an applicant for the position(s) of \_\_\_\_\_, with the Maryland Department of Juvenile Services and that I do hereby authorize the release of any and all information to the Department of Juvenile Services that they may request, for whomever they may deem it necessary to make such a request, for any of my records or files and photocopy same. Such information will include, but not be limited to, military records, police records, arrest records, court records, police reports, background investigative material and reports, employment records, attendance records, traffic records, confidential records, educational records and transcripts, etc. I also release all persons from any liability, which could result from furnishing said information to the Maryland Department of Juvenile Services.

Further, I authorize the Maryland Department of Juvenile Services to copy or otherwise reproduce this original document, and to let such copied or otherwise reproduced copy act as the original instrument. The original document is to be retained on file with the Maryland Department of Juvenile Services.

I further understand that the Maryland Department of Juvenile Services will not disclose to me the identities of individuals with whom it speaks during the course of its background investigation, and that the Department of Juvenile Services will not disclose to me any of the documents or their contents obtained during the course of its background investigation.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Home Address

\_\_\_\_\_  
City, State & Zip Code

\_\_\_\_\_  
Print Last Name, First Name and Middle Initial

\_\_\_\_\_  
Sex

\_\_\_\_\_  
Date of Birth

\_\_\_\_\_  
Social Security Number

\_\_\_\_\_  
Drivers License Number

\_\_\_\_\_  
State

\_\_\_\_\_  
Phone Number (\*for contacting you)

\_\_\_\_\_  
Witness Signature

\_\_\_\_\_  
Date

## DJS APPLICANT WILLINGNESS STATEMENT

### PLEASE KEEP IN MIND:

- Employees in DJS mandated positions (involving the investigation, custody, control or supervision of minors, juvenile delinquents, and youthful offenders who are under the supervision and authority of DJS) are **subject to substance abuse testing** in accordance with Code of Maryland Regulations (COMAR).
  
- Applicants must meet the selection standards required and successfully complete the training prescribed by the Maryland Correctional Training Commission (MCTC). To be eligible for the training you must:
  - be a **U.S. Citizen or Resident Alien**
  - be at least **18 years of age**
  - successfully complete an **oral interview**
  - successfully complete a **background investigation** including fingerprinting and drug testing
  - successfully complete a **physical examination**
  - successfully undergo a **mental health assessment**
  - successfully undergo a review through the **Child Protective Services** "Central Registry" of the Maryland Department of Human Resources
  
- DJS employees in mandated positions **may be** (1) subject to being **on-call 24 hours a day** and therefore must provide the employing Agency with a telephone number where they can be reached; and (2) assigned duties that require the **operation of a motor vehicle** and therefore will be required **to possess a motor vehicle operator's license** valid in the State of Maryland.
  
- DJS employees in all mandated positions are assigned a regular shift but may be required to work other shifts, evenings, nights, weekends, and holidays as required by staffing needs.

## **DJS APPLICANT WILLINGNESS STATEMENT**

- DJS employees in all mandated positions **must be WILLING to do the following:**
  1. Give directions and follow instructions.
  2. Be accountable and responsible for one's own work and decisions.
  3. Behave as a role model for co-workers and youth.
  4. Communicate and provide services to youth.
  5. Successfully complete a six-week Training Academy.
  6. Accept assignment on any work shift: day, evening, or night.
  7. Work weekends and holidays, work mandatory overtime following your shift when needed due to a staff shortage, and work around the clock (with breaks) in cases of emergency.
  8. Be designated as essential personnel, requiring you to attend work regardless of weather-related and other emergencies.
  9. Arrive on time at the beginning of your assigned shift every day as scheduled.
  10. Move from one assignment to another on short notice.
  11. Take responsibility for your own transportation to work.
  12. Regard your position with DJS as your primary employment, committing to work schedules and emergency call-ins over any other job you may hold.
  13. Work directly with youth who may have behavioral problems and issues.
  14. Patrol youth living quarters, work areas, and recreational areas to monitor youth activity and prevent or detect unusual or potentially disruptive behavior.
  15. Listen to youth problems, needs, and complaints and respond with the appropriate action or referral.
  16. Respond appropriately to pressure from youth to ensure that activities are in compliance with required laws and regulations.
  17. Conduct searches of living areas, youth rooms, and visitors for safety hazards and contraband, as required.
  18. Administer basic first responder first aid as necessary to youth, including cardiopulmonary and mouth-to-mouth resuscitation.
  19. Complete routine paper work on a regular basis, including writing notes in logbooks, documenting head counts, and writing in-depth narrative reports to document disruptive incidents.
  20. Listen to and follow oral instructions from your supervisor.

The items listed above describe many of the things that you may be required to do as a DJS employee in a mandated position and are in addition to the duties and responsibilities outlined in your job description (MS-22) and state and DJS policies, procedures, regulations and standards. Please consider each item carefully and honestly. If you are not willing to agree to these terms and conditions, you should probably consider a different career opportunity in Maryland State government. For additional career information, please visit [www.dbm.maryland.gov](http://www.dbm.maryland.gov). **Please return this page with your signature as part of your application packet.**

**I hereby certify that I have read and fully understand these items, and I am willing to conform to these terms and conditions of employment as a DJS employee in a mandated position.**

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Signature of Applicant

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Date