

**DEPARTMENT OF JUVENILE SERVICES**  
**Entry-Level Direct Care**  
**For Victor Cullen Academy in Sabillasville, MD**

***Bilingual Applicants are Encouraged to Apply***

**This is an open and continuous recruitment for DJS Entry-Level Direct Care positions.** The resulting eligible list will be used to fill future vacancies statewide. Candidates may only apply for the entry-level direct care exam once every 12 months.

**Only qualified applicants who submit fully completed applicant packets will be scheduled for the examination.** For education obtained outside the U.S., you will be required to provide proof of the equivalent American education as determined by a foreign credential evaluation service. For an application packet consisting of the DJS Entry Level Direct Care Recruitment & Examination Application (DJS-100), the DJS Applicant Willingness Statement, and detailed job specifications, go to [www.DJS.state.md.us](http://www.DJS.state.md.us) and click on Current Job Announcements.

For consideration, submit **ONE fully completed applicant packet** to Department of Juvenile Services, Office of Human Resources-2<sup>nd</sup> Floor, One Center Plaza, 120 W. Fayette Street, Baltimore MD 21201. Application packets are also available at this address or through [www.dbm.maryland.gov](http://www.dbm.maryland.gov). Please check all job titles for which you would like to be considered.

**DJS Community Detention Officer I**  
**Base: \$29,747 AA Degree: \$33,071**  
**BS/BA Degree: \$36,160**

**Description:** Supervision and guidance to juveniles under court ordered placement in the DJS Community Detention Program. Employees ensure juveniles' compliance with the terms and conditions of community detention through supervision, field visits, surveillance and electronic monitoring. Employees may be required to work evenings, nights, weekends and holidays. The work requires travel to various locations, such as schools, homes, places of employment and court to investigate and confirm location of juveniles.

**Minimum Qualifications:**

**Education:** Requires high school diploma or GED

**Experience:** One year experience working with groups of children or youth in a structured environment, such as a recreation center or school setting.

**DJS Resident Advisor Trainee & I**  
**Trainee - Base: \$28,008 AA Degree: \$31,114**  
**BS/BA Degree: \$34,001**  
**Level I - Base: \$29,747 AA Degree: \$33,071**  
**BS/BA Degree: \$36,160**

**Description:** Supervision and guidance to juveniles residing in a DJS facility by observing and interacting with juveniles, 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.

**Minimum Qualifications:**

**Education:** Requires high school diploma or GED.

**Experience:** No experience for Trainee level. For the I level, one year of experience working with groups of children or youth in a structured environment, such as a recreation center or school.

**Note:** An Associate of Arts degree in criminal justice or the social behavioral science from an accredited college or university or 60 credit hours from an accredited college or university, including 15 hours in criminal justice or the social behavioral sciences may be substituted for the required experience.

**DJS Youth Center Cook I**

**Base: \$29,747 AA Degree: \$33,071  
BS/BA Degree: \$36,160**

**Description:** Supervision of juveniles engaged in the preparation and serving of meals, and the clean up of kitchen and dining areas at a Department of Juvenile Services committed facility. Employees work a rotating shift and may be required to work weekends and holidays. Employees are exposed to potentially hazardous conditions, such as working with degreaser and other cleaning solvents, burns from steam tables and other cooking equipment, and cuts from sharp kitchen utensils. The work may require moving and stacking bags of food and kitchen items and supplies.

**Minimum Qualifications:**

**Education:** Requires high school diploma or GED.  
**Experience:** One year experience cooking, baking or preparing large quantities of food in a restaurant, institutional or military setting. Experience in a fast food restaurant or short-order cook does not qualify.

**DJS Youth Transportation Officer Trainee & I**

**Trainee - Base: \$28,008 AA Degree: \$31,114  
BS/BA Degree: \$34,001  
Level I - Base: \$29,747 AA Degree: \$33,071  
BS/BA Degree: \$36,160**

**Description:** Entry level work (trainee) and intermediate level work (I), transporting and escorting youth who have been detained or placed in a facility operated by the Department of Juvenile Services.

**Minimum Qualifications:**

**Education:** Requires high school diploma or GED.  
**Experience:** No experience for Trainee level. For the I level, one year experience working with groups of children or youth in a structured environment, such as a recreation center or school setting. Valid Driver's license for both levels.

**SELECTION PROCESS:** Applicants who meet minimum qualifications for these classifications will be scheduled and admitted into the examination that consists of a video and a written exam. Successful candidates will be ranked as BEST QUALIFIED, BETTER QUALIFIED, or QUALIFIED and placed on the eligible list for at least one year. Candidates wishing to continue through the screening process will be required to provide proof of U.S. citizenship or resident alien status; provide proof of high school diploma or G.E.D.; be subject to a comprehensive background investigation; complete an interview and successfully complete physical and psychological examinations.

**EXAMINATION:** The written and video exams are designed to measure the candidates' knowledge, skills and abilities as they relate to the duties of these job classifications.

***An Equal Opportunity Employer***

Appropriate accommodations for individuals with disabilities are available upon request by calling: (410) 230-3282

**DJS Youth Recreation Specialist I**

**Base: \$29,747 AA Degree: \$33,071  
BS/BA Degree: \$36,160**

**Description:** Recreational program services for juveniles who have been detained or placed in a DJS facility. Supervision and custody of juveniles participating in recreational and leisure activities.

**Minimum Qualifications:**

**Education:** Requires high school diploma or GED  
**Experience:** One year experience supervising recreational activities of children or youth in a recreation center, fitness center or school setting.  
**Note:** An Associate of Arts degree in recreational program, such as Parks, Recreational Leisure Studies, Sports and Fitness Administration, or Health and Physical Education or 60 credit hours with 30 credits in the required areas may be substituted for the required experience.

**\*\*\* Reflected Salaries are  
for Victor Cullen Academy  
ONLY.\*\*\***

**For salary information for  
other facilities, please go  
to [www.djs.state.md.us](http://www.djs.state.md.us)**



**MAIL APPLICATION TO:**  
Department of Juvenile Services  
One Center Plaza – OHR, 2<sup>nd</sup> Floor  
120 West Fayette Street  
Baltimore, Maryland 21201

(OFFICE USE ONLY) By: \_\_\_\_\_

Approved	Disapproved
	Reason

DJS Entry-Level Direct Application  
(DJS-100)

Are you fluent in a language other than English? Yes  No  If yes, please list:

Check all job titles for which you would like to be considered. Only one application may be submitted within a 12-month period.

- |  |             |   |             |
|--|-------------|---|-------------|
| <input type="checkbox"/> DJS Community Detention Officer I | 10-2556-001 | <input type="checkbox"/> DJS Youth Recreation Specialist I        | 10-2622-001 |
| <input type="checkbox"/> DJS Resident Advisor Trainee      | 10-2599-001 | <input type="checkbox"/> DJS Youth Transportation Officer Trainee | 10-2600-001 |
| <input type="checkbox"/> DJS Resident Advisor I            | 10-2606-001 | <input type="checkbox"/> DJS Youth Transportation Officer I       | 10-2618-001 |
| <input type="checkbox"/> DJS Youth Center Cook I           | 10-2615-001 |   |             |

Social Security Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

PRINT OR TYPE ALL INFORMATION

**Name and Contact Information**

Name: \_\_\_\_\_ , \_\_\_\_\_ M.I.  
Last First

Address: \_\_\_\_\_  
Street City County State Zip Code

Home Phone: ( ) \_\_\_\_\_ Work Phone: ( ) \_\_\_\_\_ E-mail: \_\_\_\_\_

**Education and Training**

Do you have a high school diploma or GED? Yes \_\_\_\_\_ No \_\_\_\_\_

School: \_\_\_\_\_ Address (City, State) \_\_\_\_\_

Dates attended: \_\_\_\_\_ - \_\_\_\_\_ Major course of study: \_\_\_\_\_  
From To

**COLLEGE AND GRADUATE SCHOOL EDUCATION**

Name/Location of School(s)	Dates Attended	Major	# of Credits Completed	Type of Degree	Degree Earned? (Yes or No)

## Work Experience

Attach additional 8 ½" x 11" sheets of paper if necessary. Include your name on any additional sheets of paper. Please do not submit a resume in lieu of completing this portion of the application. Be sure that the information included in this section demonstrates that you meet the minimum experience qualifications for the job(s) for which you are applying, including dates of employment and hours worked per week.

**DJS COMMUNITY DETENTION OFFICER I, DJS RESIDENT ADVISOR I, DJS YOUTH RECREATION SPECIALIST I and DJS YOUTH TRANSPORTATION OFFICER I:** Please describe your experience supervising recreational activities or working with groups of children or youth in a structured environment, such as a recreation center, fitness center or school setting.

Name of Employer:	Employer's Address (Street, City, State, Zip Code):
Dates of Employment (From: Month/Day/Year to: Month/Day/Year):	Was your position considered full-time? Yes <input type="checkbox"/> No <input type="checkbox"/> How many hours did you work per week? _____
Job Title:	
Job Duties:	
Reason for Leaving:	

Please list all relevant college coursework in Criminal Justice or the Social Behavioral Sciences; Parks, Recreational Leisure Studies, Sports and Fitness Administration, or Health and Physical Education. Attach a separate page if necessary.

LIST PERTINENT UNDERGRADUATE COLLEGE SUBJECTS COMPLETED	SEMESTER CREDIT HOURS	LIST PERTINENT GRADUATE COLLEGE SUBJECTS COMPLETED	SEMESTER CREDIT HOURS

**DJS YOUTH CENTER COOK I:** Please describe your experience cooking, baking or preparing large quantities of food in a restaurant, institutional or military setting. Experience in a fast-food restaurant or as a short-order cook does not qualify.

Name of Employer:	Employer's Address (Street, City, State, Zip Code):
Dates of Employment (From: Month/Day/Year to: Month/Day/Year):	Was your position considered full-time? Yes <input type="checkbox"/> No <input type="checkbox"/> How many hours did you work per week? _____
Job Title:	
Job Duties:	
Reason for Leaving:	

**Note: DJS RESIDENT ADVISOR TRAINEE and DJS YOUTH TRANSPORTATION OFFICER TRAINEE do not require experience.**

In which counties will you accept employment? Please CIRCLE the appropriate number(s) for all of the counties of interest.	How did you find out about this recruitment? Please check the appropriate space(s).	
00 - ANY AREA OF THE STATE	<input type="checkbox"/>	OPSB Website
10 For All Counties or (11 for GARRETT - Backbone, Savage and Meadow Mountain Youth Centers ) or (12 for ALLEGANY- Green Ridge & Maple Run Youth Centers) or (13 for WASHINGTON - Western MD Children's Center)	<input type="checkbox"/>	Other Website (List)
20 For All Counties or (21 for FREDERICK - Victor Cullen Academy) or (22 for CARROLL) or (23 for MONTGOMERY - Noyes Children Center)	<input type="checkbox"/>	Newspaper Ad (Paper Name)
30 For All Counties or (31 for BALTIMORE CITY - Baltimore City Juvenile Justice Center, Wm. Donald Schaffer House ) or (33 for BALTIMORE COUNTY - Charles H. Hickey, Jr. School ) or (33 for HOWARD)	<input type="checkbox"/>	State Personnel Office (Office Location)
40 For All Counties or (41 for HARFORD) or (42 for CECIL) or (43 for KENT - J. DeWeese Carter Youth Facility)	<input type="checkbox"/>	DLLR Job Service (Office Location)
50 For All Counties or (51 for PRINCE GEORGE'S - Cheltenham Youth Facility) or (52 for CHARLES) or (53 for CALVERT) or (54 for ST. MARY'S)	<input type="checkbox"/>	Job Fair (Location)
60 For All Counties or (61 for ANNE ARUNDEL - Waxter Children's Center ) or (62 for QUEEN ANNE'S) or (63 for TALBOT) or (64 for CAROLINE)	<input type="checkbox"/>	Media (List)
70 For All Counties or (71 for DORCHESTER) or (72 for WICOMICO - Lower Eastern Shore Children's Center) or (73 for SOMERSET) or (74 for WORCESTER)	<input type="checkbox"/>	Other (List)

AVAILABLE FOR EMPLOYMENT WHICH IS:  Full-time  Part-time  Temporary  Contractual

**AFTER AN OFFICIAL TEST NOTICE IS RECEIVED, APPLICANTS WITH DISABILITIES WHO REQUIRE TESTING ACCOMMODATIONS SHOULD CONTACT DEPARTMENT OF JUVENILE SERVICES' OFFICE OF FAIR PRACTICES/EEO/ADA AT (410) 230-3282. TTY/TT USERS SHOULD CALL THE MARYLAND RELAY SERVICE AT (800) 735-2258 OR 7-1-1 IN MARYLAND.**

You must meet all minimum qualifications outlined in the job bulletin to be eligible for appointment. Verification will be completed by the appointing authority. You will be tested for illegal drug use. If selected for a position in the skilled or professional services, you will be given a medical examination to determine your ability to perform job-related functions. **PLEASE ATTACH THE SIGNED DJS APPLICANT WILLINGNESS STATEMENT** form. I hereby affirm that this application contains no willful misrepresentation or falsification and that this information given by me is true and complete to the best of my knowledge and belief. I am aware that should the investigation at any time disclose any misrepresentation or falsifications, my application will be disapproved, my name removed from the eligible list and that I will not be certified for employment in any position under the jurisdiction of the Department of Juvenile Services. I am aware that a false statement is punishable under law by fine or imprisonment or both.

**"UNDER MARYLAND LAW AN EMPLOYER MAY NOT REQUIRE OR DEMAND, AS A CONDITION OF EMPLOYMENT, PROSPECTIVE EMPLOYMENT, OR CONTINUE EMPLOYMENT, THAT AN INDIVIDUAL SUBMIT TO OR TAKE A LIE DETECTOR OR SIMILAR TEST. AN EMPLOYER WHO VIOLATES THIS LAW IS GUILTY OF A MISDEMEANOR AND SUBJECT TO A FINE NOT EXCEEDING \$100."**

DATE: \_\_\_\_\_ SIGNATURE OF APPLICANT: \_\_\_\_\_

**TO FURTHER ITS COMMITMENT TO EQUAL OPPORTUNITY EMPLOYMENT, THE STATE OF MARYLAND REQUESTS APPLICANTS TO PROVIDE, VOLUNTARILY, THE FOLLOWING INFORMATION. THIS INFORMATION WILL BE USED FOR STATISTICAL PURPOSES ONLY BY AUTHORIZED PERSONNEL.**

BIRTH DATE: \_\_\_\_\_ MALE  FEMALE  ARE YOU A U.S. CITIZEN OR LEGAL ALIEN: YES  NO   
 Month/Day/Year

**RACE/ETHNIC IDENTIFICATION – PLEASE CHECK ALL THAT APPLY**

Are you of Hispanic or Latino origin? Yes  No

(A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.)

Select one or more of the following racial categories:

1.  American Indian or Alaska Native (A person having origins in any of the original peoples of North or South America, including Central America, and who maintains tribal affiliations or community attachment.)
2.  Asian (A person having origin in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.)
3.  Black or African American (A person having origins in any of the black racial groups of Africa.)
4.  Native Hawaiian or other Pacific Islander (A person having origins in the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.)
5.  White (A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.)

## 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** and **drug use history** 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 an **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 around 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.
  17. Ensure that activities are in compliance with required laws and regulations.
  18. Conduct searches of living areas, youth rooms, and visitors for safety hazards and contraband, as required.
  19. Administer basic first responder first aid as necessary to youth, including cardiopulmonary and mouth-to-mouth resuscitation.
  20. 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.
  21. 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. Please consider each item carefully and honestly. If you are not willing 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 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**

**Social Security Number:** \_\_\_\_\_