

POSITION DESCRIPTION

Montgomery County Common Pleas Court

Juvenile Division

CLASSIFICATION TITLE: Youth Specialist Supervisor [Detention]

FLSA STATUS	Non-Exempt	EMPLOYMENT STATUS	Full-time
DEPARTMENT	Detention Services	REPORTS TO	Detention Center Manager
		WORK SCHEDULE	40 hours per week

DISTINGUISHING JOB CHARACTERISTICS

Responsible for the direct supervision and management of a secure 24-hour, 7 day per week facility for juvenile offenders. Directs the activities, programs and care for juvenile offenders. Maintains a safe environment for staff and clients. This class is responsible for assigning and reviewing staff work and training staff. Occasionally performs duties and responsibilities assigned to Youth Specialists. The employee will be assigned to a work shift, with essential supervisory and other responsibilities specific to the shift's needs.

ESSENTIAL DUTIES AND RESPONSIBILITIES

To perform this job successfully, an individual must be able to satisfactorily perform each essential duty listed below. Reasonable accommodations will be made for disabled persons, covered by the Americans With Disabilities Act, in accordance with its requirements.

Supervises Youth Specialists engaged in the supervision of youth detained in a secured detention facility.

Plans work priorities, provides direction, reviews work, schedules staff to ensure work coverage, authorizes overtime, completes employee development plans, provides staff training, resolve staff complaints and issues, and administers disciplinary actions up to and including written reprimands.

Ensures work complies with established procedures, process and requirements, and that youth are treated fairly and consistently.

Maintains and enforces security procedures, and ensures safety and security of youth, staff, and visitors.

Resolves differences and disagreements among youth, and intervenes in youth altercations. Helps restrain youth and deals with behavior problems as necessary in accordance with prescribed guidelines.

Monitors and personally conducts searches of youth and rooms to locate contraband, and night perimeter checks to identify unusual situations and ensure building security.

Confers with Youth Specialists to provide direction and assist in solving work issues and problems in dealing with youth. Conduct interventions to resolve issues between youth and staff.

Reviews and approves behavior logs, disciplinary reports, notes and other records submitted by Youth Specialists.

Monitors staff disciplinary actions taken against youth, and verify that discipline is administered in accordance with approved disciplinary process including the conduct of disciplinary hearings. Review hearing results.

Responds to and coordinates youth medical emergencies and needs through direct intervention or supervision of Youth Leaders.

Notify the Facility Support Supervisor or designee regarding the number of staff and youth to be served and youth with special dietary needs for each meal on your floor.

Provide CPR and first aid as necessary, and contacts medical personnel to provide professional medical care in serious emergency situations.

Dispense medication to youth and documents in accordance with required procedure and under the direction of assigned physician. Coordinates medical appointments and confers with nurse/emergency medical technician concerning needed treatments.

Inventory of unit supplies including records, custodial, hygiene, kitchen items, and orders supplies as necessary. Monitors equipment operation and notifies qualified maintenance representatives to initiate needed repairs.

Completes shift supervision reports, employee violation reports, maintenance requests, confinement reports, 30-shift's reports, evaluation alert reports, and supervisor's daily inspection report.

Monitors programming, and coordinates, supplements and updates.

Communicates via telephone and/or two-way radio; provides information and assistance; takes and relays messages; responds to requests for service or assistance.

Conducts security, facility and housekeeping inspections, and notes and corrects violations. Conducts fire and tornado drills.

Notifies Facility Support department on a daily basis regarding numbers of staff and youth to be served. Advises kitchen staff of youth with special dietary needs.

Maintains communication with "off-going shift" Youth Specialist Supervisor to discuss youth problems, incidences and other issues to ensure understanding of youth issues and needs, and maintain security.

Monitors youth admission and discharge processes, and admits/discharges youth to and from facility. Searches youth for contraband, requires youth to shower, and provides youth with personal necessities. Coordinates temporary releases.

Coordinates interagency contacts to facilitate youth needs.

Monitors visitation and maintains log reflecting names of visitors, juvenile visited and related information.

Confers with parents and guardians to provide feedback and solicit information pertaining to youth problems, issues and needs. Maintains authority to determine if visitation should end early or continue.

Ensures youth attend required educational classes.

Monitors the conduct of group sessions led by Youth Specialists, or personally conducts sessions. Encourages youth to assume responsibility for actions, and develop self-esteem.

Maintains responsibility for coordinating and managing the transport of youth to and from hospital, medical appointments, activities, programs and other locations.

Performs various record keeping tasks in the JCS computer system.

Review, update, approve Kronos staff schedule, leave forms, and overtime forms.

OTHER DUTIES AND RESPONSIBILITIES

Perform other duties as assigned.

SCOPE OF SUPERVISION

Youth Specialists; Floor Programmers; Youth

EQUIPMENT OPERATED

Vehicle, Computer, Copier, Telephone and Other Standard Office Equipment; Microwave, food carts, and other Kitchen Utensils; Clothes Washer and Dryer; Laundry Cart; General Household Equipment; Gym Equipment; TV; DVD; Keys; Handcuffs; Shackles; Watch Tour Equipment, Two-Way Radio and Man-Down Unit.

CONTACTS WITH OTHERS

Detention Administrative Staff, Juveniles; Caring for Kids Workers; Parents; Legal Guardians; Clergy; Interns; Law Enforcement Officers; Public Defenders; Prosecutors; Probation & Parole Officers; Judges; Magistrates; Social Workers; Counselors & Therapists; Doctors; Teachers; Intervention staff; Children Service Workers; Volunteers.

CONFIDENTIAL DATA

juvenile records; juvenile medical records; Court records; educational records; Youth Behavior Logs.

WORKING CONDITIONS

Good general working conditions but with occasional exposure to outside weather conditions when transporting youth or supervising outside activities. Possible exposure to assaults from youth. Possible exposure to blood, urine and other bodily fluids.

USUAL PHYSICAL DEMANDS

The following physical demands are typically exhibited by position incumbents performing this job's essential duties and responsibilities. These physical demands are not, and should not be construed to be job qualification standards, but are illustrated to help the employer, employee and/or applicant identify tasks where reasonable accommodations may need to be made when an otherwise qualified person is unable to perform the job's essential duties because of an ADA disability.

The job duties require an employee to be absent of any limitations, which would impair effective performance. While performing duties of this job, the employee normally must be able to walk through the facility, perform light physical labor, and may occasionally have to physically restrain and control persons of varying weights and strengths, for short and prolonged periods. The employee during emergency situations may have to traverse up and down stairs, stands for one or two hours at a time, bending, walking and running. The employee may occasionally drag weights up to 175 pounds, and lift heavy objects up to 25 pounds. The employee commonly uses usual vision demands and must normally be able to converse verbally with the youth, visitors, family members, and general public and others, and to hear. The employee may occasionally sit in and operate a vehicle for variable periods of time.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of: facility rules, regulations and policy; supervisory principles; laws related to detention operations; basic psychology and human relations; societal & familial issues; group dynamics; crisis intervention process and techniques; counseling techniques; security and safety precautions.

Ability to: apply supervisory principles and regulatory requirements to practical situations; empathize with youths' problems and serve as role model; post information accurately and legibly to written record; deal and communicate effectively with youth; develop and maintain effective working relationships with associates, youth, family members, visitors and general public; maintain confidentiality of confidential and sensitive subject matter; exercise sound judgement in making fair but firm decisions; work in a locked environment.; physically restrain an individual.

Skill in: organization; first aid; CPR; listening; crisis intervention; mediation; verbal and written communication; observation; mediating differences between youth; adding, subtracting, multiplying and dividing whole numbers; reading. Planning and implementing individual behavior management programs.

QUALIFICATIONS

An appropriate combination of education, training, course work and experience may qualify an applicant to demonstrate required knowledge, skills, and abilities. An example of an acceptable qualification is: Bachelor's Degree in social work, criminal justice or a related field, with over five years experience working with youth in a juvenile justice or correctional setting. Experience can be substituted for education on a year for year basis. Training or experience in supervision. Ability to pass criminal background check.

Ability to document identity and employment eligibility within three (3) days of original appointment as a condition of employment in compliance with Immigration Reform and Control Act requirements.

LICENSURE OR CERTIFICATION REQUIREMENTS

State Motor Vehicle Operator's License

This job description in no manner states or implies that these are the only duties and responsibilities to be performed by the employee filling this position, who will be required to follow instructions and perform any duties required by the employee's supervisor or designee.