

WASHINGTON COUNTY
Job Description

JOB TITLE: Staff Development Supervisor

Exempt (Y/N): No

DEPARTMENT-Regional Juvenile Detention Center

DATE PREPARED: June 2016

SUPERVISOR: Assistant Director

SUMMARY:

The Staff Development Supervisor is a management position within the Juvenile Detention Center with first line supervisory responsibilities. The Staff Development Supervisor reports directly to the Assistant Director and is under the general supervision of the Director. The Staff Development Supervisor is distinguished from the Youth Development Specialist Supervisor or Juvenile Caseworkers classification in that the Staff Development Supervisor, in addition to performing the full range of duties of the Youth Development Specialist Supervisor or Juvenile Caseworker, is responsible for supervision of personnel and the administrative duties for an assigned section or team including the coordination of equipment staffing and management. The Staff Development Supervisor supervises up to 36 juveniles, ages 10 through 22, who are charged with or convicted of delinquent criminal offenses. In addition to directly supervising other Juvenile Detention personnel the incumbent will supervise volunteers and be responsible for the safety of visitors, professional staff, and persons making repairs in the facility. The incumbent is free to complete duties as defined by broad practices and procedures covered by general policies with managerial direction. Additionally, this individual is responsible for arranging for the transportation and supervision of residents outside the facility; documenting group and individual activities; assessing and responding to situations that could become dangerous if mishandled; assuring that the facility is clean and well maintained; and assisting the general public, other counties, court staff, attorneys, law enforcement officers, school officials, parents/guardian, mental health and health professionals in their endeavors with the residents. The possibility for error is ever-present due to the content and requirements of the job and an error could easily affect the County's prestige and relationship with the public. The incumbent in this position must meet all training requirements including, but not limited to; Juvenile Standards and the requirements for the position of Staff Development Supervisor.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

1. Assure a safe environment for residents and staff by providing continuous supervision of residents and directing staff in a way that is consistent with the Center's policies and procedures.
2. Complete intakes by documenting and securing personal property, searching for contraband, providing a cursory examination of the juvenile to determine health and mental health status, collection information, and provide the juvenile with information about the center's operation and regulations. Review, for accuracy, the intake process and paperwork completed by employees under their supervision.
3. Assure through the direction of subordinate employees and self action that the County's 3.1 million facility is maintained in a clean manner and that all equipment is operating properly through systematic inspections and reports. Almost continuous care and attention required by the incumbent in order to prevent damage or loss to the County.

4. Assess residents' immediate need for medical care or mental health assistance and document the actions taken to secure such service. Provide reports or notifications to the Director and Assistant Director-as required by policy or procedure.
5. Assure all staff on duty are appropriately attired as per the Regional Juvenile Detention Center's uniform policy.
6. Assure that all shift tasks are completed prior to the end of the shift.
7. Document behavior of individual residents as it related to peers, property, school, visitors, activities, the probability of harming others or themselves, and escape potential. Keep the Director informed of ay incidents related to the above.
8. Make certain that residents are supervised during structured activities, free-time activities, and outside recreation.
9. Assure the safety of residents and visitors by directing staff during the monitoring of visits.
10. Assure the legal process by directing contacts with or initiating contact with court officials, law enforcement officers, and parents/guardians to determine resident's status, court dates, relationships, etc. and complete necessary documentation or reports for prosecutor, public defender, private attorneys, human service caseworker, mental health agencies, court staff and other county agencies.
11. Complete resident discharges by returning personal property, obtaining proper signatures, and providing copies of various court related documents. Review discharges completed by subordinates for accuracy.
12. Oversee transport to, and supervise during, appointments to court or for medical or dental treatment, mental health counseling or assessment, or transfer to another facility.
13. Assure that supplies are procured and used efficiently.
14. Attend monthly staff, supervisor, or County meetings as directed by Director or Assistant Director.
15. Complete training assignments and provide training in policy and procedure to subordinates. Ensure that all staff are proficient in mandated certifications.
16. Coordinate with and assist the school teacher(s), nurse, and/or social workers with maintaining order, security and providing educational, medical, or mental health services to the residents.
17. Coordinate and participate in structured activities for residents when school is not in session.
18. Assist the Director or Assistant Director-in one or more of the following ways: a) Coordinate the volunteer program; (b) coordinate the Centers' data management efforts' (c) develop and refine policy and procedure; (d) (c) provide information helpful to the employee scheduling process; (e) complete specials reports and projects as assigned.

19. Assure that the facility is operated according to policy and procedures as well as state standards, state law, and federal law.
20. Receive training in physical restraint procedures, self defense, CPR and First Aid.
21. Maintain confidential personnel and training records. Ensure the personnel system functions smoothly and employee data and statistics are efficiently recorded, stored and retrieved as appropriate, according to County policy.
22. Assist in maintaining and examining employee files to answer inquiries and provide information to authorized personnel.
23. Establish, maintain and foster positive and harmonious working relationships with those contacted in the course of work in keeping with the Regional Juvenile Detention Center's objectives. Establish and maintain professional working relations with applicants, visitors, callers and business professionals.
24. Required to have basic knowledge of the Regional Juvenile Detention Center's ~~Captain~~ and Executive Assistants job duties to assist with filling in when needed.
25. Assist Assistant Director in coordination, preparation and training as needed for classes sponsored by the Regional Juvenile Detention Center.
26. Appropriately inform Assistant Director and Director of any significant problems that may jeopardize operations within the Regional Juvenile Detention Center. Protect the interest of the employees and the Regional Juvenile Detention Center in accordance with County policy, state and federal regulations.
27. Exercise necessary discretion when deciding how and when to share sensitive employee policy information.

SUPERVISORY RESPONSIBILITIES:

The incumbent directly supervises personnel. Provides verbal and written reports to the Regional Juvenile Detention Center Director or Assistant Director-as required by policy and procedure. Completes quarterly evaluations on subordinates and provides rewards, counseling, personal improvement plans and discipline to subordinates when indicated. Makes recommendation to Director regarding continued employment or marginal employees as well as recommendations for promotion or merit pay.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

The individual filling this position will have an equivalent formal education of four years of college. A combination of education and work experience may be substituted for four years of college, the minimum being a high school diploma and four years of experience working in a residential shelter, detention center, or treatment facility. One year of work experience may substitute for one year of college. The incumbent should have knowledge of the Center's policies and procedures, as well as good observation, report writing and verbal skills. Additionally, the incumbent must complete, at a minimum, 40 hours of training each year after the first with an emphasis on employee supervision and team building. It usually takes a minimum of 18 months of work experience to become proficient at this job.

OTHER SKILLS and ABILITIES:

The incumbent must possess good oral/written communication skills and interpersonal relations. The person in this position must be adept at interacting with the general public, county personnel, and other agencies. The incumbent will be a self-starter who will have somewhat diversified activities, covered by established procedures with only upper level supervision. The incumbent must have sufficient self-confidence and judgment to be able to direct or restrict the actions of juveniles who are under the influence of drugs or alcohol, emotionally disturbed, hyperactive, hostile or acting out. The incumbent must be able to work as a team leader and have the ability to provide and receive constructive criticism. The incumbent must possess a valid Arkansas driver's license. The incumbent must be able to regularly use complex machines such as a desktop computer, printer, fax machine, copy machine, multi-line telephone, electronic controls, two-way radio, and safety/security devices. Additionally, the incumbent must successfully complete a physical examination, a psychological evaluation, a drug screen, child abuse registry check, criminal background check and be free of tuberculosis.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear and use hands to finger, handle, or feel objects/controls. The employee must occasionally stand, walk, run, sit, climb or balance, stoop, kneel, crouch, crawl, reach with hands and arms, and smell.

The employee must occasionally lift and/or move more than 100 pounds. Must have visual and hearing acuity to fully observe the behaviors and interaction of residents and other persons within the facility or during official travel and activities, and to effectively receive and transmit communications by two-way radios and telephones. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those that an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to high noise levels, physical attack, verbal abuse or harassing language, outside temperatures, and airborne, blood-borne or contact with pathogens that transmit illness or disease.