

POSITION DESCRIPTION

Multi-County Juvenile Attention System

WORKING TITLE:	Youth Leader Supervisor
STATE CLASS TITLE:	

POSITION CONTROL NO.		EMPLOYMENT STATUS	Full-time
FLSA STATUS	Non-Exempt	REPORTS TO	Administrator
EXEMPTION TYPE	N/A	SUPERVISOR'S PCN	
CIVIL SERVICE STATUS	Classified	FACILITY	Open Setting, Detention Center ODJFS Licensed Facility

DISTINGUISHING JOB CHARACTERISTICS

Supervises Youth Leaders in performance of job duties and responsibilities in an open setting or detention facility, and serves as Youth Leader while performing management responsibilities. May be assigned to manage the facility in the Administrator's absence. Employee is responsible for serving on call as scheduled. In the group homes and Children's Residential Centers shall provide Supervision within sight or sound of the child pursuant to the level of supervision specified in the child's service plan.

Works in an open setting or detention facility for troubled youths with negative, destructive and violent behaviors. Monitors, coaches and directs resident behavior and activities. Employee works on an assigned shift in a 24 hour per day, 7 day per week facility, which shift may vary depending upon the needs of the facility.

When assigned to a *open setting* group home, children's residential center or cottage, provides a structured living environment, and prepares residents for successful integration into society and independent living. When assigned to a *detention facility*, works with youth pending hearing and disposition by the court, or post dispositionally as set by the Judge and strives to focus youth toward responsible behavior.

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.

55% Supervises Youth Leaders in performance of job duties and responsibilities in an open setting or detention facility. Assigns tasks, provides direction, evaluates performance, establishes priorities, resolves complaints, and ensures work complies with established policy, standards and requirements. Develops and suggests improved job methods. Enforces work rules and policy within scope of authority and recommends disciplinary actions to Administrator.

In absence of Administrator, prepares work schedules, approves leave, authorizes overtime, and makes personnel assignments to ensure proper shift coverage. Maintains leave and time records, and monitors completion of payroll and other reports.

Investigates youth grievances, injuries, escapes and other incidences and makes recommendations to Administrator.

Supervises and participates in the orientation and training of Youth Leaders.

Develops and provides in-service training programs subject to approval of the Administrator.

May be assigned to manage the facility during the Administrator's absence.

Knowledge of: supervisory principles; facility rules, regulations and policy.

Ability to: apply supervisory principles to practical work situations; create a productive and pleasant work environment; effectively handle staff problems and issues; react with sound judgment; deal and communicate effectively with staff; maintain confidentiality of confidential and sensitive subject matter.

Skill in: first aid; CPR; listening.

20% Processes intakes into the facility. Solicits information, logs and stores personal items, and records onto records. Contacts parents. When assigned to a detention or secured treatment facility, records money on the person of a youth admitted into facility, and locks money into file until youth is released.

As part of the treatment team will help develop service plans. Insures implementation of all individual service plans.

Completes required progress reports and forwards to the appropriate agency or individual as scheduled in the individual service plan.

Completes required discharge summary and forwards to the appropriate agency or individual within 30 days before or 30 days after discharge.

Schedules initial service plan development and subsequent reviews. Documents progress in accordance with record keeping procedures and licensing standards. Attends court and relays progress to court officials as requested.

Teaches youth to assume accountability and responsibility for actions, and encourages development of self esteem. Assists youth in dealing with peer and societal pressures, and familial issues. Guides youth in developing school, home and social skills, and assists in formulating objectives.

Follows up with schools and administrators to track student progress, problems and needs. Enrolls students in school and performs related administrative responsibilities. Encourages student's involvement and enrollment in community service and restitution work.

Knowledge of: laws related to open setting or detention operations; security precautions; basic psychology and human nature; societal & familial issues; group dynamics; crisis intervention process and techniques.

Ability to: empathize with youths' problems and serve as role model; post information accurately and legibly to written record; react with sound judgment; 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; effectively and fairly monitor and control youth behavior; mediate differences between youth; identify and maximize each youth's potential; exercise sound judgement in making fair but firm decisions; resolve life problems; maintain flexibility to adapt to youth's needs.

Skill in: first aid; CPR; listening; crisis intervention.

15% Operates van to transport youth to and from court, medical appointments, work, activities, programs and other locations.

Monitors and assesses mood of the group of youths. Resolves differences and disagreements among youths, and intervenes in youth altercations.

Ensures safety and security of youth, visitors and staff. Monitors youth behavior, identifies rule violations, exercises appropriate judgement to control behavior and applies discipline, as necessary, in accordance with disciplinary policy and process. Conducts room checks. When assigned to Secured Treatment or a detention facility, staffs control room to maintain security of facility, staff, visitors and youth. Monitors security lights, doors and windows, and conducts visual and auditory monitoring. Conducts body searches.

Manages the cleanliness and overall maintenance of the facility. Supervises coordinates, and directs youths engaged in basic housekeeping chores to maintain cleanliness of rooms and group living areas. Helps make minor repairs and maintenance to facility interior and exterior. Performs general grounds maintenance.

Supervises and participates in kitchen clean-up activities. Takes food, government commodities, dry goods and meat inventories and maintains inventory records.

Dispenses prepackaged medications to youths under the general direction of a Registered Nurse and maintains medical prescription dosage documentation.

Enters information onto daily work activity, meal and maintenance logs and vehicle records. Completes incident reports, emergency medical reports and other records.

Supervises youth in social and recreational activities.

Develops youth social, educational and other activities, and supervises.

When working with youth in an open setting, provides assistance and support to residents in seeking and maintaining meaningful employment. Collects employment applications from various local businesses, provides coaching to residents to develop interview skills, and maintains contact with employers to track employee's progress and problems.

Knowledge of: facility rules, regulations and policy; laws related to open setting or detention operations; security precautions.

Ability to: apply regulatory requirements to practical situations; post information accurately and legibly to written record; react with sound judgment; maintain confidentiality of confidential and sensitive subject matter; effectively and fairly monitor and control youth behavior; mediate differences between youth; identify and maximize each youth's potential; exercise sound judgement in making fair but firm decisions; resolve life problems; maintain flexibility to adapt to youth's needs.

Skill in: first aid; CPR; listening; crisis intervention.

5% Notes item purchasing needs and submits request for requisition to facility management. When assigned to an open setting facility, issues money to residents within prescribed amounts, and tracks resident spending. Accesses accounts to purchase groceries for group home and fund group recreational activities. Purchases gas, medical supplies and other items as necessary within spending limits and authority. Documents and accounts for movement of funds.

Provides CPR and first aid as necessary, and contacts medical personnel to provide professional medical care in serious emergency situations. Accompanies youth to hospital to maintain security.

Knowledge of: facility rules, regulations and policy; security precautions.

Ability to: post information accurately and legibly to written record.

Skill in: first aid; CPR; listening.

OTHER DUTIES AND RESPONSIBILITIES

Initiates and executes plans for group home fundraisers.

SCOPE OF SUPERVISION

Youth Leader 2's; Youth Leader 3's.

EQUIPMENT OPERATED

Van, typewriter; computer; copier, telephone and other standard office equipment; microwave, stove and other kitchen appliances; clothes washer and dryer; general household equipment; lawnmower and other lawn maintenance equipment.

When assigned to a secured treatment or detention facility: Handcuffs, shackles; control panel; fire panel system; scanner; flashlight, lockbox; copier; CB radio.

CONTACTS WITH OTHERS

Youth; youths' families; court personnel; general public; attorneys; school teachers and administrators; counselors & therapists; case managers; employers and job managers; fire inspectors; food delivery persons; community social service representatives; parole officers; chaplains; law enforcement officers; church groups.

CONFIDENTIAL DATA

Youth' psychological and health evaluations, medical records, court records, social & family history, drug and alcohol test results and other confidential or sensitive information pertaining to youth.

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.

The following usual physical demands, knowledge, skills, abilities & qualifications are typically exhibited by position incumbents performing this job's essential duties and responsibilities. Except as otherwise required by law, these standards are not, and should not be construed to be "absolute" job requirements, but are illustrated to help the System, employee and/or applicant identify areas 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.

USUAL PHYSICAL DEMANDS

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 control persons of varying weights and strengths. The employee commonly uses usual vision demands and must normally be able to converse verbally with the youth, visitors, family members, general public and others, and to hear. The employee may occasionally sit in and operate a van for variable periods of time.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

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

Ability to: apply supervisory principles to practical work situations; create a productive and pleasant work environment; effectively handle staff problems and issues; apply regulatory requirements to practical situations; empathize with youths' problems and serve as role model; post information accurately and legibly to written record; react with sound judgment; 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; effectively and fairly monitor and control youth behavior; mediate differences between youth; identify and maximize each youth's potential; exercise sound judgement in making fair but firm decisions; resolve life problems; maintain flexibility to adapt to youth's needs.

Skill in: first aid; CPR; listening; crisis intervention.

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: High School degree, GED or equivalent with significant successful work experience as a Programming Assistant or equivalent position. Demonstrable supervisory skills and training. Must maintain required licenses and certifications and complete a minimum of 24 hours of Child Care Training per ODJFS standards. Successful completion of required training programs following employment. 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

CPR, Response to Resistance Certification, and First Aide; 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.

MANAGEMENT APPROVAL

_____/_____/_____
Superintendent Date

EMPLOYEE UNDERSTANDING AND AGREEMENT

I understand, and will effectively perform, the duties & requirements specified in this job description.

_____/_____/_____
Employee Date

