



WORKING TITLE: JUVENILE CORRECTIONS SUPERVISOR	CLASSIFICATION: COMMUNITY JUSTICE SUPERVISOR
DEPARTMENT: COMMUNITY JUSTICE	DIVISION: JUVENILE CORRECTIONS
PAY RANGE: NBYCM 24	FLSA CATEGORY: EXEMPT
PHYSICAL REQUIRMENTS: ATTACHED	WORKERS COMP CODE: 7720
PPE: PER WORK LOCATION	REVISION DATE: JULY 2014

JOB DESCRIPTION

GENERAL STATEMENT OF DUTIES:

Provides professional leadership in the field of juvenile corrections; coordinates, evaluates, and supervises organizational planning and implementation of a 24-hour, 7-day week detention facility and community service programs; responds to grievances; demonstrates leadership through training, counseling, rehabilitation, and guidance of youth with behavior problems; responsible for program evaluation and teaching professional techniques and skills; coordinates with a wide spectrum of community agencies and professionals; responsible for performance evaluations of subordinates which requires a high level of confidentiality.

SUPERVISION RECEIVED:

Works under the general supervision of the Juvenile Corrections Manager. Considerable independent judgment is exercised with respect to methods, policy, procedures and development of programs.

SUPERVISION EXERCISED:

Provides primary supervision and evaluation of juvenile corrections technicians and specialists, on-call relief staff, volunteers, and practicum and cooperative work study students. Participates in the recruitment and selection process for division employment.

DUTIES AND RESPONSIBILITIES INCLUDE ESSENTIAL FUNCTIONS OF POSITIONS ASSIGNED TO THIS CLASSIFICATION. DEPENDING ON ASSIGNMENT, THE EMPLOYEE MAY PERFORM A COMBINATION OF SOME OR ALL OF THE FOLLOWING DUTIES:

- Provides 24-hour, 7-day week supervision of all juvenile correction division programs.
- Provides supervision and monitor the progress of division programs.
- Participates in the strategic planning of the annual budget.
- Communicates well in oral and written form, inclusive of presentations to the public.
- Assists in the development policies, overseeing implementation of initiatives and strategies, and evaluating outcomes.
- Provides supervision to staff, including participation in quarterly and annual evaluation of performance and other activities related to recruitment, hiring and training new staff.
- Supports the Division Manager in confidential activities related to overall management of program operations.

- Participates in all aspects of program development in order to ensure fidelity to evidence-based practices and continuous quality improvement.
- Monitors and evaluates educational and therapeutic programs and community service projects.
- Conducts personal interviews with youth to determine suitability of placement in a variety of programs and work sites.
- Provides 24-hour, 7-day week after-hours coverage as needed.
- Reviews incident reports and investigates grievances.
- Recommends/consults with probation/parole officers, courts, law enforcement, mental health and other agencies to ensure youths needs are met.
- Provides in-service training programs for other professional persons or facility staff.
- Participates in monthly division meetings as scheduled.
- Assists in program evaluation, grant writing and research activities.
- Participates in regular supervision meetings with Division Manager.
- Promotes public interest and advocacy for division programs within the community.
- Maintains staff work schedule, monitors and approves time-off and sick leave requests.
- Evaluates record keeping, intake procedure/assessments, programs and youth behavior reports.

JOB SPECIFICATION

KNOWLEDGE OF:

- Modern policies, procedures, and techniques for the custody, care, and transportation of juvenile offenders and at-risk youth.
- Applicable laws, particularly those that pertain to juvenile detention facilities.
- Principles, practices, and procedures of behavior and adjustment problems of youth offenders.
- Juvenile Justice theory and methods.
- Treatment interventions and evidence-based practices.

SKILL IN:

- Developing and maintaining professional relationships, coaching and, teambuilding.
- Communicating effectively, both orally and in writing, inclusive of presentations to the public.
- Anticipating, planning, organizing, and managing change.
- Communications, observation, and interviewing techniques.

ABILITY TO:

- Respond effectively and with maturity in emergency, stressful, or emotional situations.
- Maintain accurate and complete records.
- Comprehend and interpret laws, rules, regulations, and directives.
- Work independently.
- Evaluate staff performance.

- Establish and maintain effective working relationships with juveniles, parents, judges, colleagues, county officials, volunteer organizations, intergovernmental agencies, agents of the Court, and members of the public.
- Implement policies and procedures and to anticipate and effectuate changes as needed.
- Operate in the Microsoft Windows environment inclusive of using Excel, database management and record keeping programs.
- Maintain order and supervise the conduct of detained youth.
- Attend work as scheduled and/or required.

MINIMUM EXPERIENCE AND TRAINING:

A bachelor's degree in corrections, criminal justice, counseling, social work, or related field is required in addition to five (5) years' experience in juvenile corrections or secure treatment setting. Any satisfactory equivalent combination of education, training and/or experience relevant to the position will be considered.

Must successfully pass a thorough background investigation.

OTHER REQUIREMENTS:

Possession of a license to drive in the State of Oregon is required in addition to an acceptable driving record.

Yamhill County Juvenile Corrections Division will conduct initial and on-going criminal background checks on division employees. All applicants are subject to pre-employment fingerprint records check, pre-employment drug screening, and education verification. Any felony conviction may be disqualifying.

Yamhill County Juvenile Corrections Division is responsible for complying with the Federal Prison Rape Elimination Act (PREA 42 U.S.C. 1997). PREA prohibits the Yamhill County Juvenile Corrections Division from hiring, promoting, or contracting with anyone (that will have direct contact with residents) who has engaged in, been convicted of, or been civilly or administratively adjudicated for engaging in sexual abuse in confinement settings.

WORK ENVIRONMENT/PHYSICAL DEMANDS SUMMARY:

The employee typically works in a correctional environment and uses a two-way radio, computer, telephone, and other office equipment as needed to perform duties. The noise level in the work environment is typical of that of an institution and includes exposure to alarms and voice conversations. The employee will encounter frequent interruptions throughout the workday.

The employee is regularly required to walk, sit or stand 100% of the time, talk, or hear 100% of the time, use repetitive hand motion, handle or feel, and to reach and bend 100% of the time. May be required to lift up to 50 pounds regularly and 100 pounds occasionally.

Contact with the public in office and work site environments may risk exposure to irrational/hostile behavior, contagious diseases, or contact with wildlife.

The physical demands 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.

This job description in no way states or implies that these are the only duties to be performed by an employee occupying this position. Employees may be required to perform other related duties as assigned, to ensure workload coverage. Employees are required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor. This job description does NOT constitute an employment agreement between the employer and employee, and is subject to change by the employer as the organizational needs and requirements of the job change.

The job specification requirements stated are representative of minimum levels of knowledge, skills, and abilities to perform this job successfully. Any satisfactory equivalent combination of experience and training which ensures the ability to perform the work may substitute for the above so that the employee will possess the abilities or aptitudes to perform each duty proficiently.