

**RELIEF JUVENILE SUPERVISOR
(TRAINEE)**

GENERAL DEFINITION OF WORK:

Responsible for the day care, supervision, and security of detainees; does related work as requires. Work is performed under the general supervision of the Unit Supervisor.

TYPICAL DUTIES:

Monitors and assesses detainee behavior for potentially dangerous and/or deceptive acts that may threaten the safety and well-being of themselves or others;

Maintains discipline of detainees through the systematic implementation of approved behavior management programs:

Coordinates and supervises detainee work assignments and recreational activities;

Develops and implements various psycho-educational groups as assigned;

Maintains daily program schedule;

Supervises detainee mealtimes;

Prepares detailed reports regarding detainee behavior;

Maintains detailed records of detainee's daily activities;

Models acceptable and appropriate behavior in conflict resolution, grievance resolution, language, conduct, and dress;

Issues clothing, bedding, toiletries, etc as requires;

Provides crisis intervention and exercises independent judgment in crisis situations as needed;

Maintains case files:

Assists in preparing detainees for court, release, appointments, etc as needed;

Assist with releases;

Works cooperatively with the Post-Disposition Coordinator, Unit Supervisors, Shift Supervisor, Social Worker, and other detention staff;

Conducts searches;

Mediates detainee interpersonal conflicts;

Establishes professional interpersonal relationships with detainees and co-workers that promote agency philosophy and mission;

KNOWLEDGE, SKILLS AND ABILITIES:

Ability to communicate effectively with detainees, staff, law enforcement personnel, and others, orally and in writing; ability to efficiently plan and organize work; ability to work independently; ability to work effectively with co-workers, detainees, and other professionals; ability to work with maladjusted juveniles; ability to provide effective crisis management services; ability and willingness work as a part of a professional team;

Ability to establish and maintain effective working relationships with co-workers, supervisors, detainees, parents and/or legal guardians, and the general public; ability to exercise sound judgment. Preferred knowledge of the juvenile justice system, individual and group behavior, security practices, suicide prevention, crisis intervention techniques, and group facilitation.

EDUCATION AND EXPERIENCE:

High School Diploma or equivalent. Some experience with working with maladjusted youth is preferred. Any type of security, military, or structured work environment experience that demonstrates an ability to maintain a stable environment and to provide guidance to the children that we serve.

PHYSICAL REQUIREMENTS:

Must have the use of sensory skills in order to effectively communicate and interact with other employees, detainees, and the public through the use of the telephone and personal contact. Must have the ability to walk and stand for long periods of time. Must have the physical capacity to lift a minimum of 1.5 cubic feet of files (approximately 40 lbs.) move furniture, and restrain violent detainees. Must pass a physical agility test without modification.

SPECIAL REQUIREMENTS:

Must be able to successfully complete and maintain certification in CPR, First Aid, OSHA, and physical restraint (HWC) without accommodation outside normal training guidelines.