

UNIT SUPERVISOR

GENERAL DEFINITION OF WORK:

Supervises the day to day operations within one of the facility's living units; supervises unit staff; does related work as required. Work is performed under the general supervision of the Shift Supervisor. Supervision is exercised over Juvenile Supervisors.

TYPICAL DUTIES:

- Ensures consistency in the delivery of services within the unit;
- 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;
- Monitors unit's compliance of all regulatory standards and agency policy and procedures;
- Interprets regulatory standards and agency policy to staff;
- Develops and implements various psycho-educational groups as assigned;
- Maintains daily program schedule;
- Prepares detailed reports regarding detainee behavior;
- Maintains detailed records of detainee's daily activities;
- Maintains unit inventory;
- Provides crisis intervention and exercises independent judgement in crisis situations as needed;
- Maintains case files;
- Conducts intake interviews and detainee orientation;
- Conducts risk assessments and assigns detainees to appropriate living units;
- Assists in preparing detainees for court, release, appointments, etc. as needed;
- Processes releases;
- Conducts searches;
- Supervises volunteers and interns;
- Maintains detailed documentation of unit operations;
- Resolves matters of grievance within the unit;
- Supervises subordinates and participates in personnel actions involving promotion, transfer and progressive discipline;
- Promotes professional development of subordinate staff, providing regular coaching toward the achievement of professional goals;
- Assigns duty posts and/or job assignments within the unit;
- Operates and maintains the unit control room;

Maintains safety and security within the unit;

Performs other duties as required.

KNOWLEDGE, SKILLS, AND ABILITIES:

Ability to communicate effectively with detainees, staff, law enforcement personnel, and others, orally and in writing; general knowledge in the use of computers and basic word processing software; 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 independent judgement; ability to safely and effectively physically restrain out of control detainees; ability to supervise and motivate staff toward performance excellence; ability to keep extensive documentation in a logical and sequential order; ability and willingness to confront and resolve performance deficiencies of subordinates; ability to safely and efficiently operate a motor vehicle. Knowledge of the juvenile justice system, individual and group behavior, security practices, suicide prevention, crisis intervention techniques, medications and side effects, and group facilitation.

EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to graduation from an accredited college or university with major course work in psychology, social work, sociology, special education or related allied profession, or a high school diploma, or equivalent, with five (5) years demonstrated successful experience in the care and supervision of maladjusted juveniles, two (2) years within a residential environment; prefer experience in employee supervision.

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. Physical ability to effectively use and operate office equipment, such as, computers, calculators, copiers, and fax machine. 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, Med Agent, OSHA, and physical restraint without accommodation outside normal training guidelines. Must have a valid Virginia driver's license.