

YOUTH CARE SUPERVISOR

GENERAL DEFINITION OF WORK:

Provides responsible professional administrative oversight of shift operations; does related work as required. Work is performed under the general supervision of the Assistant Superintendent (Operations).

TYPICAL DUTIES:

Monitors and directs daily program during assigned shift;

Monitors program for compliance with all operational procedures, policy, and regulatory standards;

Interprets regulatory standards and agency policy to staff;

Prepares detailed professional reports;

Supervises subordinate staff and participates in personnel actions involving promotion, transfer and progressive discipline;

Makes recommendations for the hiring of program & security personnel;

Monitors facility inventory levels and submits requisitions as needed;

Provides support and consultation to Youth Care Worker II regarding difficult staff and detainee problems;

Maintains detailed documentation of shift operations;

Facilitates staff briefings;

Assigns duty posts and/or job assignments;

Maintains effective working relationships with court personnel, law enforcement personnel, lawyers, social workers, and other professionals;

Oversees building security and monitors condition of physical plant;

Serves on administrative and disciplinary review boards as required;

Investigates complaints and allegations;

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. Possess skills in leadership, supervision, and motivation.

EDUCATION AND EXPERIENCE:

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 is preferred; three (3) years demonstrated successful experience in the care and supervision of maladjusted juveniles, two (2) years of which have been within a residential environment; and two (2) years full-time employee supervision experience.

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.

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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.

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THIS IS A JOB DESCRIPTION AND NOT AN INDIVIDUALIZED POSITION DESCRIPTION. A JOB DESCRIPTION DEFINES THE GENERAL CHARACTER AND SCOPE OF DUTIES AND RESPONSIBILITIES OF ALL POSITIONS IN A JOB CLASSIFICATION. BUT IS NOT INTENDED TO DESCRIBE AND DOES NOT NECESSARILY LIST THE ESSENTIAL JOB FUNCTIONS FOR A GIVEN POSITION IN A CLASSIFICATION.