

Youth Specialist Supervisor



Position Description

Status

Regular Full-Time

Compensation

12% above top of B22

Bargaining Unit

Court Supervisors

Reports to

Secure Detention Director

Supervises

Youth Specialists

Position Category

Manager

Summary

Supervises Youth Specialists and ensures a safe and secure environment for residents. Oversees and participates in processing resident intakes and discharges, psychological testing, medications, and evaluates resident behavior. Communicates with court, parents, schools, etc, and maintains logs of incidents.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Supervises Youth Specialists and residents. Makes sound hiring recommendations, trains employees, assigns work, evaluates work performance and initiates discipline in accordance with court policy.
2. Screens phone calls from central dispatch and other counties regarding intake information. Responsible for overall unit safety after hours and on weekends.
3. Implements and scores standard, approved psychological tests to new residents and places residents on appropriate suicide watch if needed upon admission. Provides tests results to court counselor or psychologist for evaluation. Has knowledge of AWOL behavior and closely monitors residents exhibiting those behaviors.
4. Oversees and administers medication to residents in accordance with physician-approved prescriptions, logs medication dispensed and ensures that medications are secured. Provides basic first aid as necessary. Assesses injuries and illnesses and determines need for medical care in accordance with program guidelines.
5. Communicates with court staff, teachers and parents regarding resident status, progress and behavior. Maintains logs of incidents, interactions with residents, conduct of residents, and other occurrences. Prepares incident reports.

6. Ensures a safe and secure environment for residents. Trains staff in proper security policies and procedures applicable to facility premises, recreation and other activities. Responds to crisis situations, such as unruly behavior and fighting, intervening in an appropriate manner.
7. Orients new residents and their family members to the facility, explaining facility philosophy, policies, procedures and program rules.
8. Maintains adequate supplies of bedding, clothing, medical supplies, hygiene supplies, arts & crafts supplies and recreational items in accordance with purchasing policies and procedures.
9. Ensures that special needs of residents are addressed.
10. Oversees and determines resident eligibility to participate in recreational, exercise and work activities. Ensures that all resident activities are performed in accordance with established facility and program rules and guidelines.
11. Performs all Youth Specialist duties on a regular basis.
12. Assists in other areas of facility operations as required.

Competencies

Competencies are listed below.

- Customer Focus
- Teamwork
- Employee Engagement
- Process Focus
- Communication
- Leadership & Influence
- Decision Making & Judgement
- Analysis & Problem Solving

Supervisory Responsibility

This position directly supervises the Youth Specialists.

Work Environment

This job operates in various indoor and outdoor settings where the employee will deal with current inmates; will be required to work outside in all types of weather; exposure to a variety of foul odors; exposure to contact with the bodily fluid of others.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Employee must have the ability to physically restrain assaultive persons; lift, carry, and otherwise assist injured persons; climb stairs, ladders, fences, and other obstacles; walk and run overall types of terrain; stoop, kneel, or crawl; ability to withstand periods of prolonged standing.

Travel

Travel may be required throughout the County.

Required Education and Experience

1. Bachelor's Degree in Social Science, Human Service or related field.
2. Two (2) years of experience in a child care facility, youth services facility, or closely related setting.
3. Current unencumbered Michigan Driver's License, with no more than one (1) traffic violation in the last 12 months.
4. Basic knowledge of First-Aid and CPR training, or obtain within six (6) months of hire.

Other Duties

Ability to competently perform all the essential duties of the position, with or without reasonable accommodation, demonstrated commitment to effective customer service delivery, and the ability to work productively as a member of a team or work group are basic requirements of all positions at Allegan County.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Signature

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee _____ Date _____