

## Juvenile Shift Supervisor

### Job description

FLSA – Non-Union, Exempt

#### POSITION TITLE

**Juvenile Shift Supervisor**

#### REPORTING TO

Detention Manager

#### POSITION SUMMARY

This position is a Management positions that assists the Detention Manager in overseeing the intake, care and custody of youth; is responsible for the safety and security of all youth, staff and the detention facility. As the detention facility operates seven days per week/24 hours per day, this position shares a complimentary work schedule with the Detention Manager and other Supervisory staff to ensure full time oversight coverage.

Direct supervision of other employees is a responsibility of this position. This position performs lead work shift duties as directed by the Detention Manager; participates in personnel action, hiring and training of new employees.

#### DUTIES AND RESPONSIBILITIES

A person employed in this position must possess the capability to perform the following duties. The duties are essential functions requiring the critical skills and expertise needed to meet job objectives. Additional specific details of these essential functions may be provided if applicable:

- Perform intake work duties; responsible for staff and security of the facility while on shift; schedule coverage; prepare time sheets; evaluate workload; assist in hiring of new staff; maintain statistical records as required; assist in intake; use good assessment skills when evaluating a juvenile for admission to the facility; perform pat and strip searches; perform pat searches on adults when needed; perform admittance, release; distribute meals and supervise showers; maintain a clean facility and instruct youth on proper cleaning methods; visually and audibly supervise all youth; participate in group activities with the youth; maintain current CPR/First Aid Certification.
- Act as a resource for the community and other agencies relevant to the normal functions of the facility; participate in committee work as assigned by the Detention Manager.
- Create and update policy and procedures; create and develop behavior programs for the youth held in detention; prepare behavior reports; review and prepare incident reports; coordinate the treatment aspect of detention as directed by the Detention Manager.
- Direct the daily activities in the facility; lead the overlap and exchange of information from shift to shift; ensure open and thorough communication with team member through staff meetings; log entries and direct staff communication, with particular emphasis on safe and secure operation of the facility; review all paper prepared by the shifts supervised.
- Attend staff meetings; provide input and implement changes.
- Respond to emergency situations and interact to diffuse aggressive situations; handle difficult and specialized behavior modification by using correction techniques and best practices.
- Demonstrate a positive role model to other staff and youth by treating all human beings with respect; maintain punctual and regular attendance; establish and maintain positive working relationships with community partners, co-workers and other agencies; comply with department policies, procedures and regulations; maintain a neat personal appearance; exhibit a positive attitude and courteous example for youth, fellow staff, visitors and the general public and by being a law abiding citizen.
- Exercise good judgement and adequate degree of control in supervision by allowing for no escapes or injuries due to carelessness.

- Respond to after-hours calls; acts as the Detention Manager in the absence of the incumbent.

### **Qualifications**

Knowledge of youth behavior and current best practices in juvenile justice, knowledge of juvenile law in the State of Oregon, knowledge of security procedures and first aid, crisis intervention, correction techniques designed to assist youth in assessing and developing self-esteem and good behavior patterns, ability to implement techniques with youth in a group setting and on an individual basis, ability to communicate effectively in both oral and written form, ability to work with individuals from a variety of socio-economic backgrounds, ability to develop effective working relationships with staff and the public, ability to use sound, practical and fair judgment in assessment and decision-making.

Must possess or obtain within 30 days of hire, a valid Driver's License authorized by the State of Oregon and an acceptable driving record. (This requirement may be modified under exceptional circumstances.)

Ability to read, analyze and interpret local or state government statutory or financial reports rules laws and regulatory documents. Bilingual English/Spanish is desirable.

**NOTE:** Class A Misdemeanor or Felony convictions may be a disqualifying event.

### **EDUCATION and/or EXPERIENCE PREFERRED**

Graduation from an accredited four year college with major course work in corrections, youth development, or related field, plus three years experience in a detention facility with increasing responsibility, group home setting or working with youth; or any satisfactory equivalent combination of experience, education and training which demonstrates the ability to perform the work described.

### **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 position. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. The facility operates 24 hours a day, seven days a week and this position will be required to work a variety of shifts, mandated overtime, and weekends and holidays.

Work is generally performed indoors in a detention or jail environment and is essentially sedentary in nature. The work requirements include the ability to see, talk and hear, sit and stand, walk, use hand to finger, handle or operate objects, tools or controls; reach with hands and arms and lift or move (50) fifty pounds. Some work assignments directly involve the safety and security of the facility and may require split second decision making.

### **WORK ENVIRONMENT**

Detention facilities are unique by nature. Communications may be by electronic means, requiring visual and audio queues and codes. The noise level in the work place is usually moderate but is unpredictable, and can escalate to a loud level of abusive verbal sounds and terminology. There may also be occasional occurrences of speaker systems, percussion and abrasive sounds, alarms and recreational sounds.

The level of security is usually secured, but there could be situations where the safety of the employee is compromised, or the emergence of an occasional hostage or threatening situation by residents. There may also be occasional presence of contagious organisms, bacteria, virus, infectious disorders and BloodBorne pathogens and parasitic organisms. To maintain the level of security there will be some work assignments that directly involve the physically restraining of angry and aggressive youth. This position also will expose the individual to threats and abusive language toward family, self and co-workers.