



WASHINGTON COUNTY

Job Description - Youth Development Supervisor

Date Revised: June 2016

YOUTH DEVELOPMENT SUPERVISOR

Job Code: 10
Exempt: No
Safety Classification: Safety
Department: Juvenile Detention Center
Reports To: Staff Development Supervisor
Location: Juvenile Detention Center

SUMMARY:

The Youth Development Supervisor, under the guidance and direction of the Staff Development Supervisor serves the County by efficiently supervising and maintaining discipline, and meeting the needs of the residents in accordance with federal and state law. Work effectively with all divisions and departments within the Juvenile Detention Center, Juvenile Courts, Public Defenders, Prosecuting Attorneys, law enforcement agencies, other counties and the public. Must meet minimum requirements under state law for Juvenile Detention Standards Training (40 hours of training).

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Assure a safe and secure environment for residents and staff by providing continuous supervision of residents and directing staff in a way that is consistent with the Center's policies and procedures.
- Complete intakes by documenting and securing personal property, pat down and strip search, searching for contraband, providing a cursory examination of the juvenile to determine health and mental health status, collection information, and provide the juvenile with information about the center's operation and regulations. Review, for accuracy, the intake process and paperwork completed by employees under their supervision.
- Assure that the County's 3.1 million facility is maintained clean manner and that all equipment is operating properly through systematic inspections and reports. Almost continuous care and attention required by the incumbent in order to prevent damage or loss to the County.
- Assess residents' immediate need for medical care or mental health assistance and document the actions taken to secure such service. Respond to emergencies and stabilize ill or injured persons. Provide reports or notifications to the Staff Development Supervisor, Assistant Director, and Director as required by policy or procedure.
- Document behavior of individual residents as it related to peers, property, school, visitors, activities, the probability of harming others or themselves, and escape potential. Keep the Staff Development Supervisor, Assistant Director, and Director informed of any incidents related to above. Manage "special needs" juveniles and mentally ill or self mutilating/suicidal juveniles.



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- Establish, maintain and foster positives and harmonious working relationships with those contacted in the course of work in keeping with the Regional Juvenile Detention Center's objectives. Establish and maintain professional working relations with applicants, visitors, callers and business professionals.
- Assure all staff on duty are appropriately attired as per the Regional Juvenile Detention Center's uniform policy.
- Assist in maintaining and examining employee files to answer inquiries and provide information to authorized personnel.
- Make certain that the residents are supervised during structured activities, free-time activities, and outside recreation. Manage violent detainees charged with adolescent and adult crimes.
- Manage detainees under the influence of intoxicants, illegal and legal drugs.
- Assure the safety of residents and visitors monitoring visits and verifying the name of the visitor and the purpose of the visit.
- Assure the legal process by directing contacts with or initiating contact with court officials, law enforcement officers, and parents/guardians to determine resident's trial status, court dates, relationships, etc. and complete necessary documentation or reports for prosecutor, public defender, private attorneys, human service caseworker, mental health agencies, court staff and other counties.
- Complete resident discharges by returning personal property, obtaining proper signatures, and providing copies of various court related documents. Review discharges completed by subordinates for accuracy.
- Assist in overseeing transports to, and supervise during, appointments to court or for medical or dental treatment, mental health counseling or assessment, or transfer to another facility.
- Attend monthly staff/supervisor meetings.
- Complete training assignments and provide training in policy and procedures to subordinates.
- Assist the school teacher, nurse, and/or social workers with maintaining order and providing educational, medical, or mental health services to the residents. Dispense medication.
- Coordinate and participate in structured activities for the residents when school is not in session.
- Assure that the facility is operated according to policy and procedures as well as state standards, state law, and federal law.
- Maintain jail equipment and premises, and make arrangements for necessary repairs. Procure and use supplies efficiently.
- Prepare special reports, conduct jail inspections, and testify in court on jail matters.
- Ensure that all contacts with the Regional Juvenile Detention Center are treated courteously and fairly in accordance with federal and state laws and that accurate information is provided to any office contact.
- Ensure that the rights and safety of residents are not violated and that they receive the basic requirements as required by law.



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- Represent the department in a professional manner to enhance the County's image and minimize loss of goodwill.
- Maintain driving licenses, vehicle license, and identification on motor equipment and determine status of equipment.
- Receive self-defense and physical restraint training, CPR and First Aid.
- Provide a way to communicate with other staff at the facility in the event of emergency or transport – valid phone number.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

The individual filling this position will have an equivalent formal education of two years of college. A combination of education and work experience may be substituted for two years of college, the minimum being a high school diploma plus six months working in a residential shelter, detention center, or treatment facility. The incumbent should have knowledge regarding adolescent physical and emotional development as well as good observation, report writing and verbal skills. Additionally, the incumbent must complete, at a minimum, 140 hours of training during his/her first year and training each year after the first 90 days. It usually takes a minimum of one year to become proficient at this job. CPR and First Aid required.

OTHER SKILLS and ABILITIES:

The incumbent must possess good oral/written communication skills and interpersonal relations. The person in this position must be adept at interacting with the general public, county personnel, and other agencies. The incumbent will be a self-starter who will have somewhat diversified activities, covered by established procedures general supervision. The incumbent must have sufficient self-confidence and judgment to be able to direct or restrict the actions of juveniles who are under the influence of drugs or alcohol, emotionally disturbed, hyperactive, hostile or acting out. The incumbent must be able to work as a team leader and have the ability to provide and receive constructive criticism. The incumbent must be able to regularly use complex machines such as a desktop computer, printer, fax machine, copy machine, multi-line telephone, electronic controls, two-way radio, and safety/security devices. Additionally, the incumbent must have successfully completed a physical examination, a psychological evaluation, a drug screen, a child abuse record check, and be free of tuberculosis as part of the employment requirements within the first thirty days after hiring date. Must possess a valid Arkansas Driver's License.. Must not have a criminal record of any kind.

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



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the duties of this job, the employee is regularly required to stand; walk; sit; drive vehicle; use hands to finger, handle, or feel objects/controls; reach with hands and arms; talk or hear; taste or smell.

The employee occasionally required to climb or balance; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move more than 100 pounds. Must have visual and hearing acuity to fully observe the behaviors and interaction of residents and other persons within the facility or during official travel and activities, and to effectively receive and transmit communications by two-way radios and telephones. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, risk of radiation and vibration. The noise level in the work environment is usually moderate to loud.

The noise level will range from moderate to high.

SIGNATURE SECTION:

This job description has been approved by all levels of management:

HR Director: _____

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

Employee _____ Date _____