

**INGHAM COUNTY
JOB DESCRIPTION**

YOUTH CENTER SHIFT SUPERVISOR

General Summary:

Under the direction and supervision of the Youth Center Director, the Shift Supervisor is responsible for internal operations of the Youth Center during his/her shift. This includes supervision of the personnel on duty and responsibility for program areas specifically assigned. The Shift Supervisor will also serve as a Juvenile Detention Specialist during his/her shift.

Essential Functions:

An employee in this position may be called upon to do any or all of the following: (These examples do not include all of the tasks which the employees may be expected to perform.)

1. Ensures that all program activities are being conducted according to the Youth Center's policies and procedures and that the Youth Center is operating efficiently.
2. Performs admission and initial risk assessments of residents.
3. Trains new staff members and support staff insuring that current staff receive appropriate in-service training including Non-Violent Crisis Prevention Intervention.
4. Responsible for the safety and security of the residents, staff and the facility while ensuring that health, fire and state licensing regulations are met.
5. Assists in the recruitment, interviewing, and hiring of full-time staff, intermittent replacements, summer staff and volunteers.
6. Responsible, as assigned by the Director, for the annual review, modification and implementation of the Policy and Procedure Manual.
7. Individually responsible for personnel, programming and/or training.
8. Attends managerial and general staff meetings, conducts meetings with individual shift staff, and maintains open channels of communication.
9. Insures that each shift is adequately staffed by arranging substitute coverage. Based on court policy, implements the Letter of Understanding (regarding voluntary overtime) to staff the facility due to overcrowding, staff training and psychiatric emergencies.
10. Conducts initial investigations and informs the Director of allegations and complaints made by staff and residents.
11. Monitors all keys from shift-to-shift and insures that all keys are properly accounted for.
12. Assesses employees' responsibilities daily and submits to the Director annual performance appraisals for each Juvenile Detention Specialist. Recommends corrective action as necessary.
13. After written or verbal consultation with appropriate medical or psychiatric personnel, oversees that all medication is dispensed properly to residents during their shift.
14. In the absence of the In-Home Detention Monitor, signs residents up on In-home detention prior to their release including weekends and holidays.
15. Accepts payment of Bond and traffic fines.

Youth Center Shift Supervisor

Page 2

16. Supervises the implementation of the Court's software to the facility's computers. This includes gathering information and making recommendations regarding the modification of the detention module.
17. Decides when a resident should be considered for jail detention, emergency medical care, or special needs programming.
18. Responsible for input into budget for area of responsibility including training and education.
19. All duties as listed in the Juvenile Detention Specialist job description are incorporated as responsibilities of the Shift Supervisor as well as the above and other duties assigned by the Director.

Other Functions:

20. None listed.

Employment Qualifications:

Education: Must have 2 to 3 years of college or related technical schooling in Social Sciences, Family and Community services or related areas of study. Bachelors degree desired and preferred.

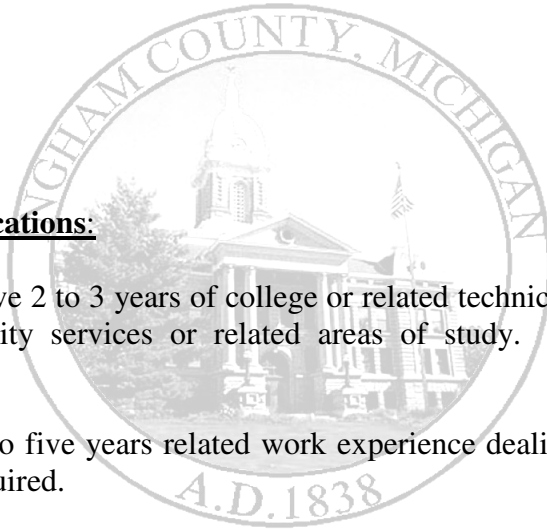
Experience: Three to five years related work experience dealing with at risk adolescents in a lock down facility required.

Other Requirements:

The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.

Physical Requirements: (This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the following requirements. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements):

With or without accommodations, this employee must be of the mental and physical capacity to visually observe, interact with and communicate with at-risk adolescents presently residing in the



Youth Center. Verbally interviews adolescents during an intake process. Physically restrains violent or uncontrolled youth in the center. Occasionally lifts, pushes, pulls and carries weights of up to 100 lbs. Stands and or sits for long periods of time throughout a shift. Must be or become certified in CPR. Operates various types of general office equipment, including word processors, data entry devices, telephone, copiers, and fax. Operates specialized security

Youth Center Shift Supervisor

Page 3

monitoring devices, video monitors, and audio monitors. Must be able to work the scheduled shift hours of days, afternoons, mid-nights and weekends. Must be able to understand and demonstrate principals of behavior management and other adolescent treatment modalities.

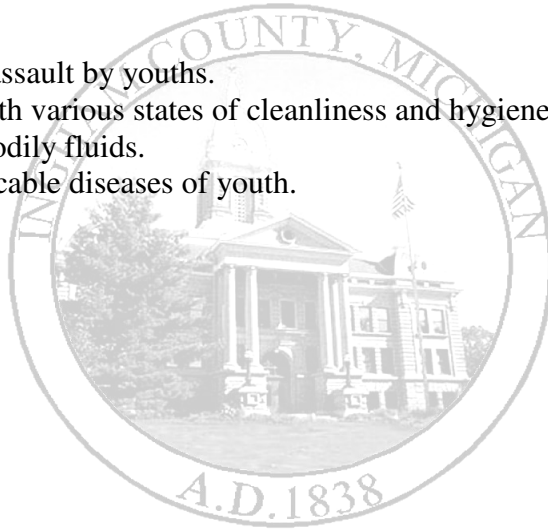
Working Conditions:

Exposure to physical assault by youths.

Exposure to youths with various states of cleanliness and hygiene.

Exposure to various bodily fluids.

Exposure to communicable diseases of youth.



October, 1999