



Josephine County, Oregon

Human Resources Office

Josephine County Courthouse
500 NW 6th Street Dept 11 / Grants Pass OR 97526
(541) 474-5217 / FAX (541) 474-5218 / TTY (800) 735-2900

POSITION DESCRIPTION

Job Title: Juvenile Justice Supervisor I
Department: Juvenile Justice
FLSA Status: Exempt
WC Code: 8810
Effective Date: July 1, 2017
Last Revised: June 13, 2019
Pay Grade: NU16
Union: Non-Union (Supervisory)

SUMMARY

Overall management of the residential and detention facility's line and lead staff on the weekends. Probation casework management and auditing may be required during the workweek. Work is performed under the general supervision of the Juvenile Justice Deputy Director. Work schedule can include variety of shifts and days necessary to afford supervision of all personnel and differing shifts. In addition to potentially working non-traditional hours, the Supervisor I is required to remain on-call as needed for staff requiring assistance.

ESSENTIAL DUTIES AND RESPONSIBILITIES

(Illustrative Only. Any single position in the classification will not necessarily involve all the listed duties below and other positions will involve duties which are not listed. These duties represent the essential functions needed of persons in this classification.)

1. Supervisor I is responsible for general oversight of the Detention Program; including scheduling and coordination of weekend programming.
2. Supervises employees including the processes of assigning and reviewing work, scheduling and approving time off, training, evaluating performance, taking necessary disciplinary action, and effectively recommending hiring and termination decisions.
3. Provides staff members with technical and/or professional assistance on an as needed basis.
4. Reports to and consults with the Department's Deputy Director on all issues involving the facility including physical plant, programs, incident reports, staff and youth grievances and outside agency coordination.
5. Works with the management team on program design and staff development.
6. Assists in the Development of plans, policies and procedures for the administration of the program and staff development. All policies will be reviewed for approval by the Director.
7. Review and process incident reports, including risk management matters.
8. Responsible for the weekend maintenance of the facility and upkeep of the equipment to meet the necessary policies, standards, local, state and federal statutes.

9. Establishes and maintains working relationships with all agencies and persons vital to the needs of the youth served by the programs.
10. Attends shift leader and monthly staff meetings; assure that staff receives required training.
11. Provides the structure and climate for effective participation and communication between all staff.
12. Attends quarterly statewide detention manager meetings.
13. Acts as, or assigns the responsibility of JJIS Security Coordinator for the facility.
14. Other duties as assigned.

SUPERVISORY RESPONSIBILITIES

Provides direct supervision to Detention and Residential Program personnel. Personnel assigned to this unit include Lead Group Life Counselors, Group Life Counselors, and part-time on call staff. The Supervisor I must have a working knowledge of all positions. The Supervisor I has supervisory responsibility and must act in accordance with the organization's policies and applicable laws. Responsibilities may include interviewing, hiring and training employees; planning, assigning and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving disputes.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Requires thorough knowledge of the juvenile detention and shelter services and methods of addressing behavior; court procedures; programs and resources available to youth; principles of supervision and personnel practices. Considerable knowledge of budgeting and record keeping is desired.

EDUCATION AND EXPERIENCE

Bachelor's degree or equivalent in human services, criminal justice, social service or related field, and two years of direct or related management in a juvenile justice setting; or equivalent combination of education and experience. Related experience includes experience in the juvenile justice system, juvenile behavior and adjustment problems and methods of addressing behavior; court procedures; programs and resources available to youth; principles of supervision and best practices in personnel management.

JOB IMPACT

Consequences of error could include loss of revenue contracts and litigation regarding injury to staff or youth.

LANGUAGE SKILLS

Ability to design, organize and direct the work of others to meet overall objectives and goals; design and structure goals, objectives and programs to address the needs and concerns of the community; communicate effectively both verbally and in writing; establish and maintain a positive working relationship with criminal justice and community partners and service providers. Ability to read, analyze and interpret common scientific and technical journals, financial reports and legal documents. Be able to respond to common inquiries or complaints from customers, regulatory agencies and members of the community.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent in practical situations and to create and interpret graphs and charts.

REASONING ABILITIES

Ability to define problems, collect data, establish facts, and draw valid conclusions. Have ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables. Be able to work as a team member and willingness to support and backup fellow management and union employees.

OTHER SKILLS AND ABILITIES

Employee must be able to manage multiple tasks at the same time and to remain calm and focused in the face of multiple, simultaneous demands. Must be able to defuse angry clients; maintain the safety and control of up to 30 youth and multiple staff persons at the same time.

CERTIFICATES, LICENSES, REGISTRATIONS

Possess or have ability to obtain a valid Oregon Driver's License; safe driving record.

BACKGROUND INVESTIGATION

Those employed in this position are subject to drug testing and background investigation including criminal background investigation. Conviction of a crime may disqualify an individual for this position. Must pass and maintain Criminal Justice Information Systems (CJIS) security clearance.

WORK ENVIRONMENT

Youth are in custody and risk of injury, self-inflicted or otherwise, is constant. Incumbent must be intently alert their entire shift. While performing the duties of this job, the employee is occasionally exposed to outside weather conditions. The noise level in the work environment is usually moderate. Youth may be angry, hostile and potentially dangerous, and may use loud, threatening verbal abuse.

PHYSICAL REQUIREMENTS

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.

PHYSICAL REQUIREMENTS

Check if required for essential job function	Activity	Never 0%	Occasionally 1-33%	Frequently 34-66%	Continuous 67-100%
<input checked="" type="checkbox"/>	Standing	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Sitting - 1/2 hour plus	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Moving about work area	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Bending forward	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Stoop position - 1 minute plus	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Climbing stairs - 1 floor	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Crawling - hands & knees	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Reaching overhead	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Lifting strength	# of pounds = 25			
<input type="checkbox"/>	Lifting	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Patient Lifting	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Lifting Overhead	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Moving carts, etc.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Carry items	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Dexterity/Coordination	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Keyboard Operation	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Rapid-mental/hand/eye coord.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Operation of motor vehicle	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Speech, Vision & Hearing					
<input checked="" type="checkbox"/>	Distinguish colors	Yes: <input checked="" type="checkbox"/>	No: <input type="checkbox"/>		
<input checked="" type="checkbox"/>	Distinguish shades	Yes: <input checked="" type="checkbox"/>	No: <input type="checkbox"/>		
<input checked="" type="checkbox"/>	Depth perception	Describe: <input type="text"/>	Normal		
<input checked="" type="checkbox"/>	Ability to hear	Normal Speech Level: <input type="text"/>			
<input checked="" type="checkbox"/>	Other Spec. Hearing Req.	Describe: <input type="text"/>			
Exposure - Environmental Factors					
<input checked="" type="checkbox"/>	Heat	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Cold	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Humidity	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Wet Area/Slippery	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Noise	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Dust	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Smoke	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Vibration	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Chemical Solutions	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Uneven Area	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Ladder/Scaffold	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Ionization	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Radiation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Body Fluids	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>