

JUVENILE DETENTION UNIT SUPERVISOR

DEFINITION

Under general supervision assigns, trains, supervises and evaluates the work of subordinate staff; supervises and maintains safety, security and discipline in the juvenile facility; supervises juvenile programs; counsels juveniles; ensures adherence to facility policies and procedures; and does related or other work as required in accordance with Rule 3, Section 3 of the Civil Service Rules.

CLASS CHARACTERISTICS

Incumbents serve at the first line supervisor level for the Juvenile Detention Officer series, having both supervisory and program responsibilities as well as performing casework. Those in this classification are responsible for the supervision of a living unit or work unit.

TYPICAL DUTIES

1. Assigns, trains, supervises, and evaluates the work of subordinate staff. Participates in the selection of subordinate staff.
2. Counsels juveniles individually and in groups.
3. Assesses programs and progress.
4. Prepares reports.
5. May prepare and maintain conduct records and reports.
6. Ensures adherence to facility and departmental policies, procedures and rules.
7. Maintains safety, security and discipline for staff, juveniles; participates in direct supervision of minors; physically restrains or subdues violent or attacking juveniles when appropriate for the safety and protection of themselves and others.
8. Provides for communications between shifts.
9. May distribute medications prescribed by medical professionals in accordance with currently established practice and procedures.
10. Uses computers for detention management and communication
11. Transports juvenile offenders when necessary.

MINIMUM QUALIFICATIONS

License: Possession of a valid California driver's license.

AND

Either I

Experience: One year as a Juvenile Detention Officer with San Joaquin County.

OR II

Education: Completion of sixty semester units at an accredited college or university, including at least eighteen semester units in the social or behavioral sciences.

AND

Experience: Two years of experience in the supervision, observation and assessment of juveniles in a detention facility or a residential treatment facility.

NOTE: A valid California Class B (Class II) driver's license and good driving record may be required by the nature of the assignment.

Special Requirements: The Juvenile Detention Unit Supervisor must successfully complete one hundred and fifty-six hours of core Juvenile Institution training during the first year of appointment. Employees in this classification are peace officers as defined by section 830.5 of the Penal Code and must satisfy the State of California criteria for peace officer status. Appointees will be required to meet State-mandated CORE training requirements as defined by Standards for Training in Corrections (STC). Employees must also conform to all other requirements necessary to hold and maintain peace officer status pursuant to the California Government Code.

Knowledge of: the California juvenile justice system; principles and practices of supervision and training; counseling techniques; general principles of report writing and composition, basic computer literacy, including personal computer systems and computer software; self-defense and emergency/crisis management techniques.

Ability to: plan and assign work; establish rapport with juveniles; demonstrate clear written and oral skills; relate to a wide variety of socio-economic, cultural and ethnic backgrounds; physically restrain or subdue juveniles for the safety of themselves and others; drive safely; train and evaluate subordinates; communicate effectively, both orally and in writing; establish and maintain effective working relationships with others; utilize a variety of office equipment.

Physical and Mental Requirements: **Mobility**---constant standing, walking, running, stooping, bending, climbing stairs and lifting of individuals, which require strength, coordination, endurance and agility; driving; **Visual** --- constant overall vision; constant color perception; constant eye-hand coordination; constant depth perception; frequent reading/close-up work; constant field of vision/peripheral; **Dexterity** ---frequent repetitive motion and reaching; **Hearing/Talking** ---constant requirements to hear normal speech; constant hearing on telephone and radio; ability to hear faint sounds; constant talking on telephone/radio. **Emotional/Psychological** ---constant contact with hostile individuals; frequent exposure to emergency situations; frequent exposure to trauma; grief and death; frequent public contact; frequent decision-making; frequent concentration; Special Requirements ---assignments may require working weekends, nights, and/or overtime; **Environmental** ---occasional exposure to varied weather conditions.

Adopted: 10/17/2002