

JUVENILE DETENTION SHIFT SUPERVISOR

PURPOSE AND NATURE OF WORK

Position is responsible for maintaining the safety and security of detainees of the Juvenile Detention Home. Work involves supervising and monitoring juveniles, and supervising Juvenile Detention Attendants on assigned shift. Works under the general supervision of the Juvenile Detention Home Manager.

ILLUSTRATIVE EXAMPLES OF WORK (Note: These examples are intended only to illustrate the various types of work performed by incumbents in this class. All of the duties performed by any one incumbent may not be listed, nor does any incumbent necessarily perform all of these duties.)

Supervises juveniles during admission and release, while eating, dressing and cleaning rooms. Performs visual checks of children at night. Inspects juveniles upon admission and removes any contraband items. Checks detainees' rooms for contraband material. Fills out intake and release paperwork. Prepares paperwork for detainees' court appearances. Acts as liason with police department, juvenile officers, doctors, parents and the public. Transports juveniles to doctors' appointments. Dispenses medication. Conducts meetings at shift change.

Performs related work as required.

NECESSARY KNOWLEDGES, ABILITIES, AND SKILLS

Knowledge of juvenile detention laws and regulations.

Knowledge of basic principles of child care practices in a detention facility.

Knowledge of the hazards and safety precautions applicable to the work.

Ability to establish and maintain effective working relationships with superiors, subordinates, and detained juveniles.

Ability to communicate effectively with detained juveniles.

Ability to dispense medication properly.

DESIRABLE TRAINING AND EXPERIENCE

High school graduation or equivalent and progressively responsible experience working with and supervising detained juveniles; or any equivalent combination of training and experience.

APPRENTICESHIP

Positions in this class may be assigned to an apprenticeship as defined by Civil Service Rule IV, Section 6. This requires the employee to complete initial and ongoing training requirements for direct care workers as established by the Department of Children and Family Services within one (1) year for continued employment.