WORK PROGRAM FIELD SUPERVISOR

DEFINITION
Under general supervision, responsible for the transportation, supervision and safety of groups of juveniles participating in the Washoe County Work Program; and performs related duties as required.

EXPERIENCE AND TRAINING REQUIREMENTS
Completion of 48 credits from an accredited college or university with course work in criminal justice, social work, human services and behavioral sciences, or a related field; OR an equivalent combination of related education and experience.

LICENSE OR CERTIFICATE
Must be 21 years of age at time of appointment.
A valid driver's license is required at the time of appointment.
CPR/First Aid certificate and TB test is required at time of appointment.
Complete and maintain all training and certificates including Defensive Tactics and Defensive Driving, and other training that may be required by the department within time constraints required by the department.

SUPERVISION EXERCISED
Does not exercise supervision over staff.

EXAMPLES OF DUTIES (The following is used as a partial description and is not restrictive as to duties required.)
Create and update a wide-variety of Microsoft PowerPoint, Word, and Excel documents relating to various department programs.
Establish and maintain consistent standards of work performance and participant evaluation.
Plan and supervise work activities of youth participants at various program locations by gathering and organizing work orders and assessing job sites.
Observe conduct, work skills and behavior of participants and maintain order and discipline at all times by keeping groups occupied with constructive work habits.
Provide program orientation to participants by explaining expectations, consequences of rule violations and incentive evaluation system.
Transport participants to job sites in a safe and departmentally approved manner.
Issue proper tools to each participant, instruct proper and safe use of tools and ensure participants understanding.
Perform on-site counseling with each participant regarding specific offense, number of days owed and possible consequences of continued unacceptable behavior.

Motivate uncooperative youth to complete their program assignments while creating and maintaining a safe and positive environment for the entire group.

Assess and document daily performance of participants, prepare daily reports on statistics, roster, incidents or injury reports; organize participants’ paperwork, notify Probation of no-shows, and submit paperwork to supervisor.

Maintain safe operation and cleanliness of County vehicles including checking for unsafe conditions and reporting problems and irregularities to the Senior Field Supervisor.

Administer emergency first aide or C.P.R. as required, transport to emergency care facility if required and locate parents if a medical emergency occurs

Provide classroom instruction of department approved programming in an educational and professional manner.

Ensure that assigned participants perform duties and responsibilities in a safe and prudent manner that does not expose them or others to unnecessary harm or risk of on-the-job injury.

Perform other duties and responsibilities as directed by the Senior Field Supervisor and/or Program Manager.

**JOB RELATED AND ESSENTIAL QUALIFICATIONS**

**Full Performance** *(These may be acquired on the job and are needed to perform the work assigned.)*

**Knowledge of:**
Departmental policies and procedures.

Federal, state and local laws, rules, regulations and legislation affecting the functions of the Washoe County Juvenile Services Department.

Countywide personnel policies such as sexual harassment, discrimination and EEO.

Departmental goals and philosophy of department.

Principles of training including the ability to demonstrate the proper use of tools.

Regulations and restrictions pertaining to program participants.

**Ability to:**
Understand the organization and operation of the County and outside agencies as necessary to assume assigned responsibilities.

Train field supervisors in meaningful training methods.

Participate in department approved, mandatory defensive tactics and complete courses with a satisfactory score.

Show proficiency in vehicle operation and safely drive a fourteen (14) passenger mid-bus.

**Entry Level** *(Applicants will be screened for possession of these through written, oral, performance or other evaluation methods.)*
**Knowledge of:**
Emotional and behavioral patterns of both delinquent and non-delinquent juveniles.

Motivational counseling techniques.

Microsoft Office Suite applications and standard computer software applications.

**Ability to:**
Plan, prioritize, organize, supervise and evaluate individual work site activities.

Work with adolescent groups and individuals.

Collect data and maintain records, and produce clear, concise written reports.

Recognize work methods and procedures, which promote a safe working environment for employees and others and to train staff in same.

Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of established goals.

Remain calm, think clearly and act decisively in stressful situations.

Maintain discipline in a fair and productive manner.

Work with individuals from a variety of socio-economic backgrounds.

Communicate in a clear, concise and effective manner, both orally and in writing.

Operate general office and computer equipment.

Establish and maintain effective and collaborative working relationships with those contacted in the course of work.

**SPECIAL REQUIREMENTS** *(Essential duties require the following physical skills and work environment.)*

Ability to work in a non-smoking work environment and in the outside elements. Ability to lift and carry objects weighing up to 30 lbs.

*This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards.*