SENIOR WORK PROGRAM FIELD SUPERVISOR

DEFINITION

Under general direction, this position is responsible for the transportation, supervision, safety, behavior and work habits of a group of juveniles participating on the Washoe County Work Program; supervises Field Supervisors; 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 or behavioral sciences, or a related field AND one year of experience as a field supervisor overseeing a work program; 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 time of appointment.

Certification in advanced first aid and C.P.R. must be obtained within one month of date of appointment.

DISTINGUISHING CHARACTERISTICS

This is the supervisory level in the class series and is distinguished from the Work Program Field Supervisor by having greater independence in performing duties with a wider range of assignments that are more complex in direct observation, supervision, guidance and general custodial care of juveniles.

SUPERVISION EXERCISED

Exercises direct supervision.

EXAMPLES OF DUTIES (The following is used as a partial description and is not restrictive as to duties required.)

Establish and maintain consistent standards of work performance and participant evaluation.

Plan and supervise work activities of youth participants by gathering and organize work orders and assessing job sites.

Maintain the safe operation of Work Program vehicles including checking for unsafe conditions and reporting problems and irregularities to the Program Manager.

Safely transport participants to the job site.

Issue proper tools to each participant, instruct on the proper and safe use of tools and ensure participants’ understanding.

Provide program orientation to participants by explaining expectations, consequences of rule violations and incentive evaluation system.
Observe conduct, work skills and behavior of participants and maintain order, safety and discipline at all times by keeping group occupied with constructive work habits.

Perform on site counseling with each participant regarding specific offense, number of days owed and possible consequences for continued unacceptable behavior.

Organized lunch, rest and bathroom breaks.

Motivate uncooperative youth to complete their assignment 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; organizes participants paperwork, notifies Probation of “no-shows” and submits paperwork to the assigned Program Manager.

Supervise youths proven to be more difficult, sophisticated or possessing severe and violent behavior problems; work closely with Probation Officer regarding unique or specific problems relating to participants.

Meet with each Probation Officer on a monthly basis for processing non-compliant cases.

Supervise technical and support staff by organizing, planning and directing work assignments to ensure proper paperwork is completed and turned in for each unit and the quality of work done in assigned areas is acceptable.

Provide input to the Program Manager on technical and support staff performance evaluations.

Coordinate mandatory staff training.

Administer emergency first aide or C.P.R. as required, transport to emergency care facilities, and notify parents of medical emergencies.

Develop and solicit revenue generating job sites.

Monitor program expenditures, purchases and inventories for all program equipment, tools and vehicles.

Ensure that assigned personnel 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.

**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 the Department.

Principles and practices of supervision.

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

Collect, analyze and prepare departmental reports.

Identify and create new sources for revenue generating job sites.

**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.

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

Work with adolescent groups and individuals.

Communicate effectively, both orally and in writing.

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

Recognize work methods and procedures that promote a safe working environment for employees and others, and to train staff to do the same.

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

Remain calm in stressful situations and deal effectively with hostile clients.

Maintain discipline in a fair and productive manner.

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

**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.

Must complete and submit a personal history statement and pass a background investigation and a drug test. Background investigations will be conducted through the State of Nevada, the Federal Bureau of Investigation (FBI), NCIC/CJIS, and the Division of Child and Family Services.

Must submit to a TB test at own expense upon offer of employment.

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