SHIFT SUPERVISOR

DEFINITION

Under direction the Shift Supervisor is responsible for the supervision of line staff in the direct observation, supervision, guidance and general custodial care of juveniles in residence in a secure detention facility and performs related work as required.

EXPERIENCE AND TRAINING REQUIREMENTS

A Bachelor’s degree from an accredited college or university in Behavioral Sciences, Criminal Justice, Human Services, Social Work or closely related field, with a minimum of five years of full-time experience working in a juvenile detention facility or related field that includes one year in a lead capacity or equivalent combination of training and experience.

LICENSE OR CERTIFICATE

A valid driver’s license is required at time of appointment.

CPR, First Aid, and Blood Borne Pathogens certificates are required at time of appointment.

Complete and maintain training and certification in department approved Defensive Tactics course which includes use of a restraint chair and oleoresin capsicum (OC) spray and other training required by the department.

DISTINGUISHING CHARACTERISTICS

This is the supervisory level class in the class series and is distinguished from the Senior Youth Advisor by performing more complex duties and assuming direct supervision over staff. Incumbents will perform a wider range and more complex assignments in direct observation, supervision, guidance, and general custodial care of juveniles and facilitating programs.

SUPERVISION EXERCISED

Exercises direct supervision of staff and other support personnel.

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

Oversee assigned programs. Review and recommend improvement in work methods, techniques, systems, and equipment; develop, recommend and implement organizational or procedural changes affecting program activities to facilitate decision-making and provide more effective operation of the facility.

Supervise assigned staff, including assist in staff selection; assign and review work; provide training in proper work methods and techniques, conduct performance evaluations, implement discipline and conflict resolution procedures when necessary.

Resolve the grievances or problems that occur with detainees on shift.
Complete paperwork on shift including documentation in logbook, incident reports, probable cause reports, intakes, and all other forms as needed. This could also include police reports and referrals to Social Services agencies.

Attend monthly management team meeting to discuss issues and address suggestions from the staff.

Maintain OSHA and MSDS standards.

Oversee the supervise juveniles with mental health issues including acute suicidal actions, severe depression, psychosis; making appropriate referrals to mental health evaluators for proper classification and placement.

Serve as a liaison between Juvenile Services and other outside agencies and the public.

Ensure that assigned personnel perform duties and responsibilities in a safe and prudent manner, which 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 and divisional policies, practices, and procedures relevant to area of assignment.

Laws, rules, and regulations related to area of assignment.

Computer software specific to the department.

**Ability to:**
Interpret and apply policies and procedures.

Train staff in work methods and procedures.

Select, supervise, and evaluate the performance of assigned staff.

Perform multiple functions in periods of intense activity requiring a quick response and the application of appropriate procedures.

**Entry Level** *(Applicants will be screened for possession of these through written, oral, performance, or other evaluation methods.)*

**Knowledge of:**
Principles of individual and group behavior.

Principles and practices of supervision.

Working knowledge of state and local laws relating to juvenile justice, child welfare, and the court system.

Knowledge of counseling skills and accepted practices for the guidance and rehabilitation of juveniles.

Knowledge of child and adolescent development.

**Ability to:**
Exercise sound judgment and make appropriate decisions in emergency and non-emergency situations, often with limited information.

Communicate clearly, both orally and in writing.
Observe and record events accurately and concisely including proficient writing skills enabling the preparation of quality reports.

Comprehend and follow oral and written directions.

Deal with individuals from diverse socio-economic backgrounds.

Deal with stressful situations and hostile clients.

Control personal bias.

**SPECIAL REQUIREMENTS**

*Essential duties require the following physical skills and work environment.*

Must be at least 21 years of age at time of application.

Ability to stand, walk, run and lift while supervising and observing youths. Strength and dexterity of a degree to be able to restrain a youth if necessary. Sufficient sensory acuity to be able to detect smoke/fire or contraband being used or carried by detained youth. Sufficient vision to be able to observe youths in programs and/or detention activities and hearing skills for purposes of monitoring and communicating with juveniles, other department staff and the public.

Must complete and submit a personal history statement and pass a background investigation. 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.*