

LANCASTER COUNTY
JUVENILE DETENTION TEAM LEADER

NATURE OF WORK

This is responsible supervisory and administrative work assisting the Director and Juvenile Detention Coordinators in managing the operations and subordinate personnel in a secure detention center or staff secure facility and Assessment Center for juveniles.

Work involves responsibility for the supervision and evaluation of the work performed by supervisor's and juvenile staff on an assigned shift. Work also involves managing the daily activities/operational functions; enforcing facility rules and regulations; managing the shift's staff schedule; and participating in applicant interviewing and hiring processes. General supervision is received from an administrative superior with work being reviewed in the form of conferences, reports submitted and training effectiveness. Supervision is exercised over subordinate staff members.

EXAMPLES OF WORK PERFORMED

Manage the operations of the Youth Services Center on the prescribed shift; oversee issues which might arise after hours and as needed.

Schedule, supervise and evaluate the work performed by Juvenile Detention Supervisors and Juvenile Detention Officers; provide training to co-workers; attend meetings and provide input into policy development and decisions; assist in the applicant interviewing and selection process for employment; plan and coordinate resident activities; assume responsibility for management of operations during assigned shift in absence of the director.

Coordinate with supervisory personnel for the necessary communications with residents, staff and professionals; resolve problematic behavior of residents, including disciplinary strategies utilizing available resources; maintain appropriate documentation which supports compliance with all federal, state and local laws.

Perform related work as required.

DESIRABLE KNOWLEDGE, ABILITIES, AND SKILLS

Considerable knowledge of the methods, practices and regulations relating to juvenile detention.

Considerable knowledge of adult and juvenile justice systems including federal, state and local standards relating to juvenile detention facilities and non-secure child caring agencies.

Considerable knowledge of human service agencies and programs related to adolescents and their families.

Considerable knowledge of the sociological, behavioral and cultural factors influencing the behavior and attitudes of adolescents.

Ability to coordinate multiple services and functions among various staff in high stress situations.

Ability to work independently and assign priorities to pending projects.

Ability to use a personal computer including basic word processing and a variety of computer software applications.

Ability to effectively schedule, organize, supervise, train and evaluate the work of subordinate employees.

Ability to establish and maintain effective working relationships with community representatives, juveniles, co-workers and the general public.

Ability to physically restrain a juvenile whose behavior is harmful to self or others using appropriate methods.

Ability to communicate effectively both orally and in writing.

Ability to read, understand and adhere to court orders and requirement of related legal documents.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from an accredited four year college or university with major course work in criminal justice, adolescent growth and development, psychology, sociology, social work or related field plus experience in program development, supervising and educating or training personnel.

MINIMUM QUALIFICATIONS

Graduation from an accredited four year college or university with major course work in criminal justice, adolescent growth and development, psychology, sociology, social work or related field plus experience supervising and training personnel within a juvenile detention/correctional facility or any equivalent combination of training and experience which provides the desirable knowledge, abilities and skills.

NECESSARY SPECIAL REQUIREMENT

Must be a citizen of the United States and be at least twenty-one (21) years of age.

At the time of employment, must be fingerprinted for a National and State criminal history search; must be free of any convictions of crimes punishable by imprisonment in a state or federal penitentiary for a term of one year or more which a pardon has not been received; cannot be registered as a child abuse or sexual offender with the national child abuse and neglect registry.

At the time of employment, must submit to and successfully pass a substance abuse test.

At the time of employment, must pass a physical examination and meet the physical and medical requirements of the job classification.

Possession of a valid driver's license.

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