

FACILITY OPERATIONS SUPERVISOR

FULL TIME

The 19th Judicial Circuit Court Juvenile Division's, Michael Prenger Family Center, is currently seeking motivated and dedicated individuals to fill a vacancy for an Operations Supervisor. Operations Supervisors provide daily supervision for youth who have come to the attention of the court through detention or court ordered protective custody and need both temporary and extended residential care. The Operations Supervisor should possess strong verbal and written communication skills, moderate computer/data entry skills, strong leadership, good listening, coaching, and assessment skills. Responsibilities include, but are not limited to: providing direction and coaching of residents through daily basic living routines (such as activities, cleanliness, personal hygiene, social interaction, problem solving, and behavior management); supervising Youth Specialists and managing facility operations in accordance with the organizations polices, licensing regulations, state and federal laws; assisting in the interviewing and training of employees; planning, assigning and directing work; appraising performance; and, rewarding or correcting employee performance and addressing complaints and resolving problem issues in coordination with the superintendent and facility director.

The facility is a twenty four hour a day, seven days a week operation with various shift configurations. Employees are expected to be able to work various shifts, weekends and holidays to maintain operations.

THE CURRENT POSITION POSTING IS FOR THE 4:00 PM TO 12:00 AM SHIFT WITH SUNDAYS AND MONDAYS AS THE ASSIGNED DAYS OFF; HOWEVER, THIS POSITION MAY REQUIRE ALTERNATIVE WORK HOURS TO MEET THE DEMANDS OF FACILITY OPERATIONS.

QUALIFICATIONS;

Individuals must be 21 years of age, upon application, and possess a valid driver's license. Applicants must possess educational requirements of a Bachelor Degree (or higher) in a human services, criminal justice, or family/child development as a field of study. Experience with adolescent youth in a detention or residential setting is preferred.

SEND RESUME TO; Michael Prenger Family Center
Attention; Superintendent
400 Stadium Blvd.
Jefferson City, Missouri 65101

Three (3) letters of reference must accompany applications and resumes
Cole County Is An Equal Opportunity Employer