

All applicants must complete an application to be considered - those submitting resumes only will not be considered.



Circuit Court Of Jackson County, Missouri

Vacant Position

Date: 06/03/2015

Posting No.: 046

REPOSTED

Position Title:	Shift Leader	Position No.:	9DRG 21 *
Department:	Residential Services - Hilltop - Swing Shift		
Work Location:	301 NW Gregory Boulevard - Lee's Summit MO		
Work Hours:	Fridays and Saturdays 7:00 a.m. to 3:00 p.m. Sundays and Mondays 3:00 p.m. to 11:00 p.m. and Tuesday alternate shifts		
Salary:	County Paid Position - Non-exempt Grade C 6 - \$15.87 Hourly		

Salary Range For Internal/Rehire Applicants: \$15.87 - \$23.79 Hourly

Application for Employment may be obtained in Human Resources, 415 East Twelfth Street, 10th Floor, Kansas City, MO 64106 or at the Web Address: www.16thcircuit.org. Fax No.: 816-881-3229. E-Mail Address: Jobs.16thCircuit@courts.mo.gov Employment Specialist: **Gail Cox**. Information regarding job vacancies may also be obtained by calling the **Job Information Line at 816/881-3470**. Applicants for clerical positions which require skill testing must be tested for consideration. ALL CURRENT EMPLOYEES APPLYING FOR THESE POSITIONS MUST SUBMIT AN INTERNAL APPLICATION FORM TO HUMAN RESOURCES.

Applications must be received by Human Resources no later than 05:00 PM on 06/17/2015

POSITION PURPOSE AND EXAMPLES OF WORK:

To oversee a shift operation in a juvenile residential treatment or detention facility. Prepare various documents – both manual and electronic - related to the operation of a work shift, such as the performance of security and safety inspections; incident reports and medication logs; review and complete all required staff reports, such as incident reports; ensure that information is relayed to both management and staff from other shifts to provide for cohesive operations; data enter information into database. Acts as a lead worker in providing staff with guidance, direction and training in the performance of duties and based on policies, procedures and operational rules and protocols; delegate duties to be performed during shift, such as suicide watches and the dispensation of juvenile medications; ensure adequate staff coverage, which involves contacting and scheduling backup workers; ensure facility surroundings are safe and secure for residents and staff and take appropriate action to correct or report deficiencies; act in response to disturbances or incidents which threaten the safety and security of staff and residents, such as AWOL's, suicide threats, escapes and fights. Supervise, monitor and provide guidance to juvenile residents; interact and counsel with youth on an individual and group basis; ensure youths' daily needs are met; intercede in and manage conflicts among staff, residents, visitors, etc. through established de-escalation techniques, and which can involve physical intervention and restraint. Coordinate on and off site recreational and leisure activities for juvenile residents; ensure that juveniles are transported as necessary for appointments; Works in either a secured or non secured facility; interaction with youth who are aggressive and volatile and those who have psychiatric or other special needs which must be met; maintain calm composure in the event of juvenile aggression or incidents involving or potentially involving violent or unacceptable behavior; respond quickly and effectively in emergency situations, such as breaking up a group fight or a juvenile escape from the facility. Responsible for the safety and security of both juvenile residents and staff, checking/correcting/reporting situations or facility surroundings which may pose a risk and cause security breach or harm; ensure that assignments for the shift are carried out, such as transporting juvenile for appointments, medications are dispensed, etc.; communicate with other shift personnel and/or management staff to ensure that they are informed of notable incidents or situations; procedural manuals are provided; positions makes critical decisions when reacting to emergency situations.

MINIMUM EDUCATION AND EXPERIENCE:

High School Diploma or recognized equivalent. Two years work experience with troubled youth. Knowledge of adolescent behavior; knowledge of various treatment and counseling modalities; knowledge of personal computer operation and key boarding to perform data entry and writing of reports. Skilled in telephone; keys; alarm systems; mechanical restraints; hand-held radios; computer; database and software applications; various reports and forms, both handwritten and computer generated; Ability to communicate effective, both orally and in writing and to prepare clear, complete and logical reports, both manual and computer generated; ability to maintain effective working relationships with others; ability to make sound decisions in accordance with policies and procedures; ability to remain calm and in control in emergency or stressful situations; ability to restrain youth in a physical confrontation; patience and ability to relate to youth from a variety of cultural, economic and ethnic backgrounds; ability to restrain youth in a physical confrontation; ability to operate a vehicle in a safe and prudent manner. Valid driver's license from state of residence. If driving non-court vehicle for court business, must have valid auto liability insurance and properly licensed vehicle. Employees in these positions are subject to entrance, random and reasonable suspicion testing for illegal drug use. Final employment offer is dependent on successfully passing physical exam/physical abilities testing. This position is funded by anti-drug tax money. Anti drug tax funds are currently appropriated for a maximum of 7 years (March 31, 2018). Retention of this position is dependent on need, effectiveness, of the program, and/or continued receipt of the funds.

