

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: 12/30/2015

Posting No.: 174

Position Title:	Facility Supervisor	Position No.:	9670
Department:	Residential Services - Detention - Control Room		
Work Location:	625 E. 26th Street - Kansas City MO		
Work Hours:	Monday, Wednesday and Friday 9:00 a.m to 5:00 p..m. Tuesday and Thrusday 12:00 p.m. to 8:00 p.m.		
Salary:	County Paid Position - Exempt Grade C 7 - \$1465.60 Bi-weekly		

Salary Range For Internal/Rehire Applicants: \$1465.60 - \$2197.60 Bi-weekly

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 01/14/2016

GENERAL DUTIES AND EXAMPLES OF WORK:

To supervise staff in the efficient operation and development of a youth treatment facility, programs and comprehensive services relative to specific habilitative and rehabilitative needs. Schedule, assign, guide and monitor the daily work of Youth Worker and Case Management/Juvenile Probation Officer staff and Shift Leaders in the operation and development of a youth treatment facility to include services and programs relative to specific habilitative and rehabilitative needs of troubled youth and families; develop and implement specified operational policies and procedures; forecast and prepare for immediate and short term needs and objectives; advise, assist and consult with immediate supervisor to formulate, implement and sanction policies and procedures and provide recommendations and input for long-range needs and objectives; provide leadership, supervision, guidance and training to staff in all aspects of a youth treatment unit, services and programs relative to specific habilitative and rehabilitative needs; conduct case audits to ensure that cases meet and maintain compliance with established court standards; investigate and resolve a variety of operational problems and provide input; responsible for overseeing all programs within the facility; ensure that the programs are applicable to the needs of the youths and are adequately staffed with the necessary supplies; conduct and oversee level system movement of each youth for advancement through the treatment program; identify resources and establish working relationships in order to enhance or provide specialized services or treatment; supervise volunteers providing services to the facility and the youths; ensure and provide for the safety and security of youth and staff; compose, prepare and review a variety of routine and non-routine reports, spread sheets, narratives and other documents; investigate and resolve staff disciplinary matters or recommend appropriate action; conduct and/or participate in interview process and make hiring recommendations; assess staff performance; ensure the proper completion and retention of unit records; attend meetings, seminars and training; provide input into operating budget and execution; may be required to transport youth in court vehicle; may perform public speaking; attend and testify in court; receive calls during off duty hours and respond to problems as required, which may involve return to work site; and perform related work as required. **Serve as the internal coordinator (Terminal Agency Coordinator) for a large law enforcement data base. Ensure compliance with the use of a large law enforcement database system on a federal, state, and local level; oversee the data entry and retrieval of information in the system and work with outside agency personnel to ensure that the data entry and retrieval of information from the system (related to warrants, ex parte orders, etc.) and all system activity and reporting requirements are met; prepares and submits timely reports regarding various system activity and use.**

MINIMUM EDUCATION AND EXPERIENCE:

Bachelor's degree in a Behavioral or Social Science or directly related field. Two years directly related work experience with troubled youth (Experience as a Deputy Juvenile/Case Management/Juvenile Probation Officer or a related capacity preferred). One year management experience. Knowledge and experience in the modern principles, practices, methods and techniques of treatment and counseling modalities for troubled youth and families; knowledge of applicable court procedures and related laws; knowledge of the organization, operation, functions, responsibilities and jurisdiction of a juvenile or family court system; ability to communicate effectively, clearly and concisely, both orally and in

writing, and to prepare clear and concise reports, letters, memoranda and other documents; ability to establish and maintain effective working relationships with others; ability to organize, supervise and coordinate departmental activities in a manner conducive to full productivity; ability to make sound decisions in accordance with laws, regulations and Court policies and procedures; ability to work with a diverse work force; ability to relate in a positive fashion to individuals from a variety of cultural, economic and ethnic backgrounds; ability to operate a vehicle in a safe and prudent manner. Knowledge and experience in the modern principles, practices, methods and techniques of treatment and counseling modalities for troubled youth and families; knowledge of applicable court procedures and related laws; knowledge of the organization, operation, functions, responsibilities and jurisdiction of a juvenile or family court system; ability to communicate effectively, clearly and concisely, both orally and in writing, and to prepare clear and concise reports, letters, memoranda and other documents; ability to establish and maintain effective working relationships with others; ability to organize, supervise and coordinate departmental activities in a manner conducive to full productivity; ability to make sound decisions in accordance with laws, regulations and Court policies and procedures; ability to work with a diverse work force; ability to relate in a positive fashion to individuals from a variety of cultural, economic and ethnic backgrounds; ability to operate a vehicle in a safe and prudent manner. **Special Requirements:** Must have valid drivers' license from state of residence. If driving non-court vehicle for court business, must have current auto liability insurance and properly licensed vehicle. Must be able to provide proof of the above.: Applicants for this position when it serves as supervisor of the control room in Detention are also subject to certification requirements for access to law enforcement data base, which includes fingerprinting for criminal record checks on a local, state, and national level. Employees in this position are subject to the same checks. All applicants for this position are subject to testing for illegal drug use prior to appointment. Employees in this position are subject to random and reasonable suspicion testing for illegal drug use. Final employment offer is dependent on successfully passing a human performance evaluation.

THE COURT IS AN EQUAL OPPORTUNITY EMPLOYER