

**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: 02/27/2017**  
**Posting No.: 135 (2016387)**

**REPOSTED**

<b>Position Title:</b>	<b>Shift Leader</b>	<b>Position No.:</b>	<b>9269</b>
<b>Department:</b>	<b>Residential Services - Detention - 3-11 Shift</b>		
<b>Work Location:</b>	<b>625 E. 26th Street - Kansas City MO</b>		
<b>Work Hours:</b>	<b>3:00 P.M to 11:00 Tuesday thru Saturday ( Currently working a 12 Hour Shift schedule ) Thursday, Friday, Saturday 7:00 a.m. to 7:00 p.m Sunday 7:00 p.m to 7:00 a.m. *</b>		
<b>Salary:</b>	<b>County Paid Position - Non-exempt Grade C 6 - \$16.52 Hourly</b>		

**Salary Range For Internal/Rehire Applicants: \$16.52 - \$24.77 Hourly**

**CLICK HERE TO APPLY NOW** (The internal application for promotion/transfer may be obtained on the HR ICON on Lotus Notes) Employment Specialist: **Gail Cox**. 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 03/07/2017**

**Earliest closing date on: 03/07/2017; Job will remain posted until filled**

**POSITION PURPOSE AND EXAMPLES OF WORK:**

To oversee a shift operation in a juvenile residential treatment or detention facility. Review, prepare and compose documents and information relating to shift operation. 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. Oversee the operation of a treatment or detention facility shift. 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; work schedule assignments necessary to meet the Court's obligation to provide for the needs of juvenile residents, including mandatory overtime as required; perform related work as required. Perform duties of Youth Worker. 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 activities for juveniles. Coordinate on and off site recreational and leisure activities for juvenile residents; ensure that juveniles are transported as necessary for appointments.

**MINIMUM EDUCATION AND EXPERIENCE:**

High School diploma or recognized Knowledge of adolescent behavior; knowledge of various treatment and counseling modalities. equivalent. Two years work experience with troubled youth. Education above the minimum stated may be substituted on a year for year basis for the required general experience; experience above the minimum stated may be substituted on a year for year basis for the required education. Ability to communicate effective, both orally and in writing and to prepare clear, complete and logical reports; 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. Ability to operate computer and keyboard. Valid driver's license from state of residence. If driving non-court vehicle for Court business, must have auto liability insurance and properly licensed and reliable vehicle. Must be able to provide proof. Employees in these positions are subject to random and reasonable suspicion testing for illegal drug use. Final employment offer is dependent on successfully passing a physical performance evaluation. \* *Due to the Court's obligation to provide supervision for youth within its facilities seven days a week, twenty-four hours a day, 365 days in a year, and to assure an appropriate staff-to-youth ratio, Shift Leader positions are considered by nature shift work and work hours and days off will be assigned by the hiring manager. The ability to work different shifts and different days, as well as mandatory overtime is considered an essential job function and fundamental to the work of a Shift Leader. Work days and hours and location assignments are neither permanent nor guaranteed. Employees may be reassigned to a different shift, work day schedule, facility,*

*department or job in the interest of safety and security of the youth and staff within a facility or to better meet the needs of the department or organization as a whole. Management may make changes to the organizational structure as needed, including but not limited to the reassignment of employees and positions, elimination of positions and opening, moving or closing facilities and units*

**THE COURT IS AN EQUAL OPPORTUNITY EMPLOYER**