

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: 04/12/2019
Posting No.: 2019038

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|------------------------|--|----------------------|-------------|
| Position Title: | Supervisor, Facilities (Control Room) | Position No.: | 9670 |
| Department: | Residential Services - Detention - Control Room | | |
| Work Location: | 625 E. 26th Street - Kansas City MO | | |
| Work Hours: | 9:00 a.m. - 5:00 p.m. Monday/Wednesday/Friday; 1:00 p.m. - 9:00 p.m. Tuesday/Thursday | | |
| Salary: | County Paid Position - Exempt Grade C 7 - \$1,556.00 Bi-weekly | | |

Salary Range For Internal/Rehire Applicants: \$1556.00 - \$2333.60 Bi-weekly

CLICK HERE TO APPLY NOW (The internal application for promotion/transfer may be obtained on the HR ICON on Lotus Notes) Employment Specialist: **Mark Wienke**. 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 11/01/2019

Earliest closing date on: 10/25/2019; Job will remain posted until filled

GENERAL DUTIES AND EXAMPLES OF WORK:

- **POSITION PURPOSE:** To supervise staff in the efficient operation and administration of a youth treatment facility, programs and/or comprehensive services relative to specific habilitation and rehabilitative needs.
- **MAJOR TASK STATEMENTS AND REPRESENTATIVE ACTIVITIES (Percentage of Time):** (The information contained herein is not intended to be an all-inclusive list of the duties and responsibilities of the job; other tasks/duties may be assigned. The area to which the job is assigned will govern which duties apply. Management reserves the right to amend and change responsibilities, work shift/schedule, facility, or department to meet business and organizational needs as necessary, including but not limited to the re-assignment of employees and positions, elimination of positions, and opening, moving, or closing of facilities and units.)
 - Supervise staff in the development and daily operation of a youth residential treatment facility; oversee shift operations to ensure compliance with all applicable standards and operational rules and protocols; ensure staff coverage and facility security; and perform related duties. If managing Detention Control Room: Serve as internal coordinator (TAC - Terminal Agency Coordinator) for a large law enforcement database.
 - Schedule, assign, guide and monitor the daily work of staff in the operation and development of services of a youth treatment facility and/or program relative to specific habilitation and rehabilitative needs of at-risk youth and families.
 - Provide leadership, supervision, guidance and training to staff in all aspects of a youth treatment facility, programs or services.
 - Coordinate daily resident movement.
 - Facilitate visitation between residents and parents.
 - Implement specified operational procedures.
 - Forecast and prepare for immediate and short term needs and objectives.
 - Investigate and resolve a variety of operational problems and provide input.
 - Assist in ensuring programming is in compliance with American Correctional Association and other detention standards.
 - Ensure and provide for the safety and security of youth and staff.
 - Supervise volunteers providing services to the facility and the youths.
 - Receive calls during off duty hours and respond to problems as required, which may involve return to work site.
 - Assist in overseeing facility security procedures to ensure the safety and security of staff and juvenile residents, such as juvenile intake/admission, facility visitation, key/tool/property control, conduct frequent inspections of facility to ensure devices and equipment, such as exit lights, locks, fire extinguishers, video-surveillance and restraint equipment and radios are in working order and that all living, recreational and classroom areas are clean and safe for juveniles and staff and request repairs, replacements, etc.; execute emergency management plans as necessary in the event of a disturbance, or other unforeseen incidents.
 - Detention (Control Room only) (Technical Agency Coordinator - TAC): 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; prepare and submit timely reports regarding various system activity and use.

- Perform related work as required to include but not limited to serve on teams/committees as assigned, cross-train for other jobs as assigned, and work on special projects as assigned.
- Monitor the delivery of related treatment programs and comprehensive services to ensure consistency. Attend/conduct meetings relevant to the operation of the service area.
 - Participate in staffing team to review resident program progress.
 - 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.
 - Conduct and attend daily staff briefings and monthly staff meetings.
 - Attends meetings, seminars and training as required.
 - Attend and testify in court.
- Monitor log books and various forms of documentation on youth for compliance purposes; prepare documents which include evaluations, advisory notices, supervisors' log, and incident reports.
 - Monitor log books and various documentation on youth.
 - Review all incident reports.
 - Conduct case audits to ensure that cases meet and maintain compliance with established court standards.
 - Compose, prepare and review a variety of routine and non-routine reports, narratives and other documents.
 - Ensure the proper completion and retention of unit records.
- Advise, assist and consult with immediate supervisor on various matters; lead, direct, guide and train staff.
 - 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.
 - Ensure staff is compliant with training requirements.
 - Investigate and resolve staff disciplinary matters or recommend appropriate action.
 - Conduct and/or participate in interview process and make hiring recommendations.
 - Assess staff performance.

MINIMUM EDUCATION AND EXPERIENCE:

- (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.)
- **EDUCATION:**
 - Bachelor's degree in a Behavioral or Social Science or directly related field.
 - (Experience as a Shift Leader with Family Court and a recommended passing score on the Impact Promote exam may be substituted on a year-for-year basis for the degree.)
- **EXPERIENCE:**
 - Two years directly related work experience with at-risk youth
 - (Experience as a Deputy Juvenile/Case Management/Juvenile Probation Officer or a related capacity preferred), with one year supervisory experience.
- **SPECIAL REQUIREMENTS:**
 - Must pass IMPACT Promote Test.
 - Must have valid drivers' 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 of above.
 - Must submit to and pass criminal background check as prescribed by Courts, Sex Offender Registry check, and MO and KS Child Abuse and Neglect 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 physical exam and physical abilities performance testing.
 - Detention – Control Room: 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. Final employment offer is dependent on successfully passing the certification requirements.

- **KNOWLEDGE , SKILLS, AND ABILITIES:** Knowledge, skills, and abilities required to function at an acceptable level in the position.
 - Knowledge in the modern principles, best practices, methods and techniques of treatment and counseling modalities for at-risk 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 plan, schedule, assign, and supervise the work of subordinate employees engaged in a variety of activities.
 - Ability to lead and motivate others.
 - Ability to prioritize your own work and the work of subordinates.
 - Skill in supervisory techniques and group leadership.
 - Skill and ability in the operation of computers and other standard office equipment, i.e., telephone, copier/fax, printer, etc.
 - Ability to apply analytical skills and make immediate and critical decisions for appropriate and effective responses concerning safety and security.
 - Ability to work and relate in a positive fashion toward individuals from diverse backgrounds and maintain effective working relationships.
 - 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 make sound decisions in accordance with laws, regulations and Court policies and procedures.
 - Ability to operate a vehicle in a safe and prudent manner.
 - Ability to understand and follow oral and written instructions.
- **WORKING CONDITIONS:** Work environment and facilities required to work in as well as physical demands and/or mental requirements. (This is not an inclusive list; other tasks/duties may be assigned.)
 - **Office Environment:** May work in a secured or non-secured facility in an office environment; some sedentary work; frequent travel; may drive vehicle to transport youth; travel to youths' homes, school and other locations in year-round weather conditions; may intercede or be involved in physical confrontations with youth; may be subject to youth and parents who are volatile and potentially violent.
 - **STANDING** - 40% of time – Required frequently when monitoring residents and when operating various office machines.
 - **WALKING** - 40% of time – Required frequently when monitoring residents and when delivering or retrieving information, files, etc., from within the office or from other areas.
 - **SITTING** - 20% of time – Required when completing reports or completing personal computer and telephone work assignments. May be required occasionally when monitoring residents and their activities.
 - **LIFTING/CARRYING** - 100 lbs. – Required occasionally when physically restraining residents or when moving materials/objects.
 - **PUSHING/PULLING** - 100 lbs. – Required occasionally when physically restraining residents or when moving materials/objects.
 - **VISION** – Must be adequate to monitor residents in order to maintain a safe, secure environment and for the completion of reports.
 - **HEARING** – Must be adequate for monitoring resident and staff activity both within and outside field of vision; must be adequate for normal conversation with residents, family members, and staff or communicating via two-way radio concerning critical incidents involving safety and security.
 - **SPEECH** – Must be able to speak and understand English clearly to communicate clearly to residents and staff; must be able to communicate via two-way radio concerning critical incidents involving safety and security.
 - **CLIMBING/BALANCING** – Required when negotiating stairs or getting in/out of vehicle.
 - **STOOPING/KNEELING/CROUCHING/CRAWLING** – Required when physically restraining residents or when administering first aid or CPR or when retrieving or filing from lower drawers or when retrieving items, office supplies, etc., from the floor.
 - **REACHING/HANDLING** – Required on most tasks.
 - **DRIVING/TRAVEL** – Required when transporting youth.
 - **EMOTIONAL/MENTAL FACTORS** – Frequently intercede or be involved in physical confrontations and restraint and possible hostile confrontations with youth and families; subject to youth who are aggressive and volatile and those who have psychiatric or other special needs; frequently required to make careful decisions to ensure proper response to youth needs.

THE COURT IS AN EQUAL OPPORTUNITY EMPLOYER