

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

**16th Judicial Circuit of Missouri**

**Vacant Position**

**Date: 1/08/2026**

**Posting No.: JR102201**

<b>Position Title:</b>	<b>Facility Supervisor - Residential</b>	<b>Position No.:</b>	<b>P-100034</b>
<b>Department:</b>	<b>Residential</b>		
<b>Work Location:</b>	<b>625 E. 26th Street - Kansas City MO</b>		
<b>Work Hours:</b>	<b>various</b>		
<b>Salary:</b>	<b>County Paid Position - Exempt Grade C-114 - \$53,560.00-\$66,934.40 Annually</b>		

**EXTERNAL APPLICANTS CLICK HERE TO APPLY; INTERNAL APPLICANTS APPLY IN WORKDAY** (**The internal application for promotion/transfer may be obtained**) Employment Specialist: **LaTasha Winn**. Applicants for clerical positions which require skill testing must be tested for consideration.

**Applications must be received by Human Resources no later than 5:00 p.m. on 1/22/2026**

**Basic Function and Responsibility:**

Provide leadership and oversight to staff involved in the daily operations and administration of a youth treatment facility and its programs. Ensure efficient delivery of services that address the habilitation and rehabilitation needs of youth. Oversee shift operations to maintain compliance with all relevant standards, rules and protocols including staff coverage and facility security. If assigned to manage detention control room, serve as the Terminal Agency Coordinator (TAC) for the law enforcement database, ensuring proper coordination and data management. Monitor the implementation of treatment programs and related services to ensure consistency and quality. Participate in and conduct meetings related to service area operation. Monitor log books and documentation for compliance and accuracy. Prepare required reports and documentation including evaluations, advisory notices, supervisor logs, and incident reports.

**Appointing Authority and Supervision Received:**

The deputy court administrator of family court is the appointing authority. The facility supervisor receives direct supervision by the manager and/or assistant manager of the facility.

**Supervision Exercised:**

This position is directly responsible for the supervision of shift leaders, youth workers and control room clerks assigned to the unit.

**Characteristic and Assigned Duties:** (The following duties are representative of the position and do not include all duties which may be performed.)

- Lead, schedule, and oversee daily staff activities to ensure effective facility operations.
- Provide supervision, training and performance evaluations for staff.
- Assign tasks and monitor progress to ensure quality delivery of habilitation programs for youth and families.
- Conduct interviews, make hiring recommendations, assess staff performance, and manage disciplinary actions as needed.
- Ensure staff compliance with mandatory training requirements and facilitate cross-training for operational flexibility.
- Oversee the implementation of operation procedures and daily facility functions, ensuring compliance with established standards, for example, ACA.
- Forecast and prepare for immediate and short-term needs, ensuring adequate resource allocation and operational readiness.
- Monitor facility security procedures, including juvenile intake, visitation, key/tool/property control, and conduct frequent inspections of safety equipment and facility conditions.
- Respond to emergencies and disturbances; execute emergency protocols as needed.
- Investigate and implement a variety of operational problems and provide input.
- Receive and respond to after hour calls, including returning to the facility when necessary.
- Coordinate daily resident activities, including visitation with family members and progression through treatment programs.
- Facilitate individual and group programming consistent with rehabilitative goals.
- Participate in interdisciplinary staffing teams to monitor youth progress and adjust programming as necessary.
- Ensure a safe, secure, and supportive environment for both youth and staff.
- 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 and committees as assigned, cross-train for other jobs as assigned, and work on special projects as assigned.

- 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 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 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.
- Perform other duties as required.

**Knowledge, Skills, and Abilities:** (This job description does not include specific physical requirements necessary to perform the job, such as, carrying, standing and lifting. Such requirements vary from position to position and may be determined by the appointing authority.)

- 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.

**Job Environment:**

- Work is performed within a secured, or non-secured facility.
- Subject to intercede or be involved in physical confrontations and restraint.
- Subject to youth who are aggressive and volatile and those who have psychiatric, or other needs.
- Transport youth, and work mandatory overtime as required.

**MINIMUM EDUCATION AND EXPERIENCE:**

**Minimum Qualifications:** (Equivalent combination of relevant education and experience may be substituted on a year-for-year basis, provided a high school diploma or GED has been obtained.)

Bachelor's degree in a 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.) Two years of 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 of supervisory experience.

**Necessary Special Requirement:**

Minimum age requirement is 25 years old.

Must possess and maintain a valid driver's license from state of residence, and provide proof of such.

Must possess and maintain state mandated auto liability insurance and properly licensed/reliable vehicle, and provide proof of such.

Must be able to successfully pass physical exam/physical abilities performance test.

All candidates selected for employment will be subject to background screenings as part of the hiring process. Certain positions may also require additional checks, including but not limited to education verification, child abuse and neglect clearances, drug screenings, and physical assessments, as applicable to the responsibilities of the role.