

LINN COUNTY CLASSIFICATION

TITLE: JUVENILE WORK PROGRAM SUPERVISOR
NUMBER: 629 **APPROVAL ORDER**
PAY RANGE: 18 **NUMBER: 2001-227**
CATEGORY: MANAGEMENT/EXEMPT **DATE: May 9, 2001**

GENERAL STATEMENT OF DUTIES/JOB OBJECTIVES: To plan, organize and supervise the activities, programs and care of youth assigned to the Work Services/Work Crew Program. Perform a variety of professional and administrative duties covering all aspects of the Work Services Program.

SUPERVISION RECEIVED: Works under the general supervision of the Juvenile Department Director and Supervising Probation Officer of the Community Programs Unit who assigns work, establishes goals and reviews results for effectiveness through the analysis of performance, reports and conferences.

SUPERVISION EXERCISED: Exercises full supervision over employees in the Work Services Program and may supervise youth on work projects; participates in selecting new personnel, provides for training, evaluates performance, responds to grievances, and recommends personnel transactions.

ESSENTIAL FUNCTIONS: A person employed in this classification must possess the capability to perform the following duties to be considered for this position. The duties are essential functions requiring the critical skills and expertise needed to meet job objectives. Additional specific details of these essential functions may be provided by the specific office or department job announcement, if applicable.

1. Prepare annual budget for the Work Services Program in conjunction with Juvenile Department Director and Administrative Assistant, approve all purchases, monitor revenue, accounts receivable and receipt of contracts.
2. Coordinate and supervise the Juvenile Work Services Work Crew Program including the supervision of youth at community work sites.
3. Prepare and update program policies for the Work Services Program. Confer with Juvenile Department Director on program policy.
4. Answer inquiries of public involving policy decisions; confer with probation officers on individual problems of juveniles in the Work Services Program.
5. Responsible for addressing and monitoring all safety and security issues that relate to staff and/or the program, coordinate program safety inspections as required.
6. Select, supervise, orient, train, assign work to, evaluate and discipline staff, participate in the resolution of grievances; work with employees to correct deficiencies.
7. Review all paperwork prepared by the work crew probation officers; provide for the maintenance of records necessary to the operation of the work services program.

8. Provide for the maintenance of the work services tools, equipment and vehicles; contact maintenance personnel to repair problems found.
9. Responsible for planning, developing County and Federal contracts and projects, coordinating the scheduling, specifications, and logistics of these diverse projects that deal with various funding resources including but not limited to PL106-393 funding.
10. Develop and maintain effective, harmonious and reasonable work relationships with others.
11. Maintain regular and predictable work attendance.

OTHER FUNCTIONS:

12. Other duties as assigned.

RECRUITING REQUIREMENTS: (Additional specific details may be provided by the specific office or department job announcement, if applicable).

KNOWLEDGE, SKILL AND ABILITY: Knowledge of juvenile behavior and adjustment problems and appropriate approaches and methods of treatment; principles and practices of social work and case management; applicable State Laws and Administrative Rules and Juvenile Court policies and procedures; statewide and local correctional and social services agencies and their programs, practices and procedures; principles and practices of employee supervision, training and performance evaluation; modern office procedures, methods and computer equipment including word processing programs and data bases.

Skill and ability to plan, direct, review and coordinate the work of others; lead, support, advise, train, and motivate assigned staff; understand, interpret and apply State Laws and Administrative Rules, court procedures and directives, and department policies and procedures. Communicate and deal effectively with maladjusted, angry or hostile juveniles and their families; make sound judgements on cases based on historical and diagnostic information; apply social work and psychological principles and concepts; organize, evaluate and implement the delivery of services; establish and maintain effective working relationships with those contacted in the course of work; communicate clearly and concisely, both orally and in writing.

EXPERIENCE, EDUCATION AND TRAINING: Equivalent to a Bachelor's Degree from an accredited college or university with coursework in sociology, psychology, counseling, corrections or a related field and three years of increasingly responsible experience working with juveniles, preferably within Oregon's Juvenile Justice System, with at least one year of supervisory responsibility. Any satisfactory equivalent combination of experience, education and training which demonstrates the ability to perform the work described is qualifying.

NECESSARY SPECIAL QUALIFICATIONS: Possession of a valid Oregon Motor Vehicle Operator's License and an acceptable driving record at the time of appointment may be a condition of employment.

PHYSICAL DEMANDS AND WORK ENVIRONMENT: Work is performed indoors in an office environment, or outdoors monitoring and supervising work crew activities and scheduling work crew sites. Work requirements include the ability to sit and move about; see, talk and hear; use hands to finger, handle or operate objects or controls; reach with hands and arms and the ability to lift or move thirty (30) pounds. Some work assignments involve the safety and security of the juvenile facility and may require physically restraining angry and hostile juveniles.