

GVRC - SUPERVISOR

GENERAL STATEMENT OF DUTIES: Coordinates and directs the Intake operation during the shift and provides supervision to the Youth Specialist and Program Aides; facilitates the peer group process; works under general supervision; performs related duties as required.

STATEMENT OF TASKS:

Coordinates intake activities;

Coordinates youth admissions and releases and ensures waiting lists are current;

Directs intake staff in daily operations and activities regarding the care and treatment of residents;

Reviews the work assignments of the Youth Specialist and Program Aides;

Reviews intake policies and practices;

Prepares work schedules ensuring adequate coverage;

Documents staff call-ins for the Business Office and work area;

Coordinates transportation coverage during staff shortages;

Coordinates response within the facility to emergency situations including the reassignment of staff;

Participates in the selection and training of new staff;

Directs the agency workforce in the absence of management staff;

Obtains approvals required by behavior management policy and ensures proper documentation of behavior management procedures;

Maintains regular contact with courts and other related agencies;

Receives, maintains, and distributes inventory, including cleaning, and medical supplies;

Assists in providing ongoing care and supervision to facility residents;

Works with staff team in developing and delivering strategies for handling resident problems and addressing program issues;

Communicates with the community, staff and parents for the purpose of information exchange;

Ensures that all case management documentation and reports are entered into the case management information system and/or distributed appropriately;

Attends weekly staff meetings to assess youth, discuss group progress, and provide status reports on the wing program.

The statement of tasks above is intended to be sufficient to identify the class and be illustrative of the many duties that may be assigned. It should not be interpreted to describe all of the duties an employee assigned to this class may be required to perform.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Considerable knowledge of residential facility standard operating procedures;

Knowledge of juvenile's needs, habits and characteristics of behavior;

Knowledge of the group treatment process;

Some knowledge of employee policies and procedures;

GVRC - SUPERVISOR

Page 2

Ability to implement the group treatment dynamics and to effect attitudinal and behavior changes in youth;

Ability to counsel, instruct and control residents;

Ability to instruct, direct, and evaluate employees;

Ability to follow oral and written instructions;

Ability to prepare and present oral and written reports related to the work;

Ability to communicate effectively with others;

Ability to utilize a PC;

Ability to successfully complete annual physical restraint training;

Ability to attend work regularly and work under stressful conditions.

MINIMUM QUALIFICATIONS:

Bachelor's degree in a social science area and one (1) year of experience in the supervision of residents in a child caring institutional facility.

SPECIAL REQUIREMENTS:

Must successfully complete physical restraint training on an annual basis.

Established: July 10, 2002

Revised: October 31, 2002

Revised: June 17, 2013



Human Resources Director