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Job Title: Supervisory Youth Development Representative MS-11

Grade: MS-0007-11

Salary Range: $70,488.00 - $98,683.00

Job Summary:

Incumbent serves under the direct supervision of the Deputy Superintendent for Operations or designated Supervisory Youth Development Representative. Assignments and objectives are issued orally and in writing. Incumbent is responsible for planning and carrying out the assignment, resolving most of the conflicts that arise. Coordinating the work with others and interpreting policy. Seeks guidance and direction from the Deputy Superintendent in situations for which no precedent exists. Ensures the immediate supervisor is informed of potentially controversial or serious matters. Work is reviewed from the standpoint of feasibility, effectiveness in meeting requirements and expected results.

Duties and Responsibilities:

Supervises and leads the Youth Development Representative in providing the day-today direct supervision and positive engagement of youth in the department's care and custody. Is vigilant in the performance of assigned duties and is an integral part of a multi-disciplinary team endeavoring to rehabilitate and provide safe, secure, and humane treatment of youth in custody.

Develops and monitors the facility master schedule for YDR staff. Reviews the assignments to ensure efficient and effective use of available personnel resources. Monitors shift schedules to ensure the availability of sufficient personnel to transport youth to court and other varied locations including hospitals and medical clinics.

Conducts inspection tours of the facility or service area and adjacent property to identify conditions, which present the potential for abscondence. Directs random security inventories of facility areas and property. Serves as liaison between security and other departments.

Assists leadership in the prevention and investigation of theft of government property, and is responsible for security of facility keys. Manages the transport and escort of residents within, into and out of the facility. Oversees control operations, perimeter security and the entrances into the facility to prevent the introduction of contraband.

Ensures appropriate YDR staff effectively assists youth with their lessons in the classroom and works collaboratively with education staff to maintain order and discipline. During non-academic programming, along with subordinate staff, serves as a role model to youth, participates in recreation and group sessions with youth as needed, and assists with the development of appropriate life and

Qualifications and Education

Bachelor's Degree from an accredited business school, college, or university in social/behavioral science, education, or other closely related degree, and two (2) years of experience working in a youth treatment program (i.e. group homes, residential, juvenile correction, rehabilitation facilities), which included casework, group counseling, juvenile rehabilitation, or social work for children (12-21 years of age). An equivalent combination of education and experience may be accepted. Ability to supervise a diverse staff. Prior supervisory experience preferred.

OR