

ARIZONA SUPERIOR COURT IN PIMA COUNTY

Pima County Juvenile Court

Job Description

Job Title: Supervisor, Juvenile Detention
Job Code: 8604
Pay Grade: 58
FLSA Status: Exempt



PURPOSE OF CLASSIFICATION:

Supervises individual officers and work teams of senior detention officers and detention officers in secured living units and/or central control units for juvenile detainees. Supervises a competent and motivated staff of skilled detention officers to engage youth with the intent to develop positive therapeutic working relationships, teach life skills of accountability, structured living, relapse prevention, self sufficiency and positive support system building. Implements detention and court policies, procedures, and division practices.

ESSENTIAL FUNCTIONS:

- Provides daily supervision to multiple detention officer work teams, such as living unit teams, special services teams, and central control teams.
- Develops staff competency through training and role modeling and coordinates the effective implementation of detention operations and the delivery of detention programs.
- Builds cohesive and effective teamwork between detention teams of detention officers to accomplish detention objectives and the mission of the court.
- Coordinates the implementation of various training to officers to increase their abilities to perform job duties in a proficient manner. Provides training to volunteers also.
- Provides effective mentoring and role modeling to officers during the performance of their duties to improve upon their skills, such as communication techniques with the outcome of improved skills from staff and positive behavioral responses from detained youth.
- Performs central control functions to include intake, visitations, required medical attention, escorts to court, or any forms of special services.
- Builds collaborative relationships with colleagues, administrators, staff and other court employees.
- Implements division programs and initiatives, such as Positive Behavioral Interventions and Supports (PBIS) and "Step-Up Mentoring program," a skill development program for the youth.
- Reviews and/or conducts quality audits of detention officer documentation, such as detention file uniformity, Building on Successful Self (B.O.S.S.) packets, incident reports, shift reports, pass-ons, grievances, and disciplinary consequences for detainee behavior.
- Conducts performance evaluations, employs the progressive disciplinary procedures, coaches and trains officers, and conducts incident inquiries and investigations on rule infractions and misconduct.

- Engages youth in a therapeutic manner by developing positive working relationships, supporting officers to build the same relationships and supervising program activities that build positive results.
- Ensures that officers have knowledge of safe working habits and instills in staff to keep safety in mind and to work with youth detainees in a healthy and effective learning environment.
- Communicates regularly with youth to build positive relationships and productive family alliances to support the eventual release of youths.
- Identifies youth with special needs and initiates the actions necessary to develop the appropriate services and/or support needs to modify and monitor the minor's behavior.
- Facilitates the implementation of special programming and specialized plans to address special needs of youth detained.
- Serves as a member of the Detention Division Leadership Team, collaborates with other supervisors and division administrators for the identification and successful achievement of Division and Court Center goals, objectives, and initiatives.
- Reviews incident reports and shift reports; reviews and authorizes appropriate action for youth behavior; ensures security for the area in accordance with unit procedures and institutional practices.
- Responds to emergency situations and physical confrontations in a swift and effective manner.
- Maintains shift schedules and ensures adequate staffing to meet operational guidelines, planned activities and the needs of detained youth.

ADDITIONAL DUTIES AND RESPONSIBILITIES:

- May testify and/or provide the court with facts and information relevant to detainees and incidences in detention.
- Remains current with security systems, emergency protocols, safety awareness issues, defensive tactic skills, detention procedural changes, and regulations governing the detention of youths.
- When necessary, may assume some responsibilities on behalf of other detention supervisors and deploys staff to cover functions or areas of the division as necessary.
- Performs related duties and projects as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Must have knowledge of principles, practices and procedures of juvenile detention, adolescent development, and court operations.
- Must have knowledge of the principles and practices of effective employee supervision.
- Must have knowledge of desktop computers and competency in programs such as word processing, spreadsheets, and email.
- Must have knowledge of detention emergency protocols and security systems.
- Must have strong team-building skills and the ability to work independently or in a team environment.

- Must have strong organizational skills, time management skills, and ability to implement policies and procedures as they pertain to the legal rights of minors in a detention setting.
- Must have the ability to observe behaviors and situations and recall facts, analyze situations and information, using sound judgment to make decisions, draw conclusions, and determine appropriate courses of action.
- Must have the ability to communicate effectively and work successfully with a large variety of court employees, socially and culturally diverse youths, and persons in the general public.

MINIMUM REQUIREMENTS:

A high school diploma or equivalent G.E.D certificate and five years of work experience as a juvenile detention officer. Or an Associate’s degree and three years of work experience as a detention officer. OR a minimum of 63 semester hours from an accredited college or university in social or behavioral sciences or criminal justice for youth and three years of work experience as a detention officer.

LICENSES AND CERTIFICATES:

Must have a valid Arizona Driver’s license at the time of appointment.

PHYSICAL DEMANDS/WORKING CONDITIONS:

Typically performs duties in a secure institution and may lift a detainee, materials, or equipment of 50 lbs or less. Duties normally require incumbents to stand and walk for long periods of time, employ physical strength and coordination, quick reflexes, and agility.

DISTINGUISHING CHARACTERISTICS:

This is a classified position that reports to the Detention Assistant Division Director. The incumbent performs duties under limited supervision and has supervisory responsibilities for two levels of juvenile detention officers. Detention supervisory positions will supervise employees and have responsibilities in either Central Control, a Living Unit, or Special Services.

Date: 11/26/06

Revised: 1/26/05; 05/09/2005, 08/02/05, 01/09/07, 6/11/09, 05/15/13

Approved by: _____
Hiring Authority

Date

Deputy Director, Human Resources

Date