

CLASS SPECIFICATION FOR
Detention Supervisor

GENERAL STATEMENT OF DUTIES: Supervises employees providing direct care to children and supervises various programs within the detention home; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: This class is responsible for the supervision of a shift, and may exercise supervision over the overall operation of the home in the absence of the Superintendent and Assistant Superintendent. The incumbent works with the recreational, volunteer and school programs in assessing needs and in carrying out the programs. Work is performed under the general supervision of a Detention Home Assistant Superintendent.

EXAMPLES OF WORK (illustrative only):

- Supervises Detention Counselors who are responsible for the primary custody, control and activities of children while in the program of a detention home;
- Schedules and supervises the recreational program;
- Assesses needs and assigns volunteers in the volunteer program;
- Acts as liaison between the schools and detention home;
- Assists in detention admission procedure; responsible for each child, in area of responsibility, being properly oriented to the detention home program;
- Counsels children concerning their adjustment to detention;
- Assists in maintaining inventory records of recreational supplies and materials;
- Supervises children in the detention home program;
- Prepares written reports on children and other reports as required;
- Performs related work as assigned.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Considerable knowledge of behavioral science principles relating to child welfare and group work; good knowledge of basic first aid and physical hygiene; some knowledge of counseling procedures; some knowledge of psychological and emotional problems involved in social maladjustment; ability to work positively and effectively with severely maladjusted children in situations involving considerable stress; ability to organize and participate with children in a variety of recreational work and creative pursuits; ability to write and speak effectively; ability to effectively supervise.

MINIMUM EDUCATION AND EXPERIENCE: Possession of a bachelor's degree in a behavioral science and one (1) year of work experience in court services, detention, or a related area working with children or teenagers; OR, any equivalent combination of education and experience which provides the required knowledge, skills and abilities.

ADDITIONAL REQUIREMENTS: Must be willing to work shifts on a rotating basis, as assigned. Requires a pre-employment background check, physical examination and CPS check.

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This is a class specification and not an individualized job description. A class specification defines the general character and scope of duties and responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.