



## DALLAS COUNTY JOB DESCRIPTION

<b>Job Title:</b>	Juvenile Residential Supervisor	<b>Job Code:</b>	502150	<b>Job Grade:</b>	FF
<b>Reports To:</b>	Operations Manager	<b>Pos. No:</b>	Various	<b>FLSA Code:</b>	E
<b>Department:</b>	Juvenile	<b>Loc. Code:</b>	Various	<b>SIC Code:</b>	8351
				<b>WC Code:</b>	8810
<b>Division:</b>	Letot, Emergency Shelter, Youth Village	<b>CS Code:*</b>	A, B, C or D	<b>EEO Code:</b>	B11

*\*The Code depends on the Department where the position is located and/or funded by in accordance with 86-1 of Dallas County Code.*

**Summary of Functions:** Functions as a shift supervisor in an assigned residential facility, ensures the efficient operation of the facility by assisting in the development and evaluation of all programs and maintains adequate staffing levels in compliance with policies and procedures, federal, state and local regulations and licensing requirements.

**Management Scope:** Supervises generally 21-35 residential officers, part-time workers and volunteers and assumes managerial responsibilities in the absence of the manager.

<b>Duties and Responsibilities:</b>	<b>% of Time</b>	<b>Essential Non-essential</b>
1. Trains, motivates, evaluates and supervises residential staff, interns, volunteers and part-timers; issues staff work assignments; and maintains time and attendance records of staff.	25	E
2. Develops, coordinates and evaluates daily educational, therapeutic and/or recreational program/activities.	20	E
3. Functions in a supervisory capacity and assumes management responsibilities in the absence of the manager; operates assigned shifts effectively and efficiently, including maintaining the proper staff to client ratio for coverage according to licensing standards.	15	E
4. Conducts inspections, drills, dorm/cell searches and physical searches of youths when contraband is suspected.	10	E
5. Prepares and completes reports and other documentation in accordance with applicable standards, policies and procedures.	10	E
6. Makes critical and sound decisions during emergencies or potentially dangerous situations; conducts group intervention crisis sessions; and informs supervisor of concerns as warranted.	10	E
7. Serves as back-up to staff and assumes all duties as necessary, i.e., administering medications, transporting youths to appointments, processing intake assessments or discharges, and disciplining youths. Must be physically able to perform "handling with care techniques, including takedowns, chasing	05	E

and restraining youth” as outlined in the Texas Juvenile Justice Department (TJJD) requirement.

8. Performs other duties as assigned.

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**Minimum Qualifications:**

Education, Experience and Training:

Education and experience equivalent to a Bachelor's degree from an accredited college or university in a job related field of study. Two (2) years of work related experience.

Special Requirements/Knowledge, Skills & Abilities:

Ability to effectively communicate both orally and in writing, and establish and maintain effective working relationships with employees, departments and the general public. Must obtain First Aid/CPR certification within 90 days of hire. Must be certified as required by applicable standards for the facility/department assigned within six months of employment. Must have a valid Texas Drivers License and good driving record. Will be required to provide a copy of 10-year driving history. Must maintain a good driving record and remain in compliance with Article II, Subdivision II of Chapter 90 of the Dallas County Code. Must pass an extensive background investigation. Mandatory drug testing prior to employment and will be subject to random, unannounced drug and/or alcohol testing during employment. The employee will also be subject to shift changes.

- *“Position requires working with juveniles who may have committed dangerous/ aggressive acts; should possess a high tolerance for working in an emotionally demanding/stressful work environment.”*
- An employee may be transferred to another department, shift, location, or facility based on the needs of the Department.
- Working in a 24-hour facility may make the employee subject to working mandatory overtime or remaining on duty and working all, or a part of, an additional shift (“double shift”).
- The incumbent is / may be considered to be ‘essential personnel’ subject to being held over or called back to a work location or alternate site at all times. When required, you will be notified by your supervisor.
- Must be at least 21 years of age (for applicable positions) and must pass all portions (physical/written) of the Juvenile Academy to continue employment or all standards related to PREA and Ethics for specific positions.

Physical/Environmental Requirements:

Works inside a secured facility with potential exposure to hepatitis, tuberculosis, lice and other diseases. Ability to restrain and/or chase youths. May be required to utilize vehicle to transport youths.

Hay Points/Point Factor:

KH: EIII 200 pts; PS: E2 (25%) 50 pts, AC: D1C 57 pts, TTL: 307, KH/PS/AC: 65-16-19, Profile: +1

Supervisor Signature \_\_\_\_\_

Date \_\_\_\_\_

Reviewed by Human Resources/Civil Service on

Date 03/05; 10/2014;  
10/19/2016

Approved by Civil Service Commission on

Date 04/05;01/14;  
10/20/2014

This job description shows typical requirements of a position within this classification. This description is not intended to be all-inclusive. Individual positions may vary slightly in functions, job dimensions and requirements. Any percentage of time included on each function is only an estimate and may change depending on the specific departmental tasks. Candidates whose disabilities make them unable to meet these requirements will still be considered fully qualified if they can perform the Essential Functions of the job with reasonable accommodation.