

SNOHOMISH COUNTY JOB DESCRIPTION

JUVENILE DETENTION SUPERVISOR

Spec No. 4035

BASIC FUNCTION

Responsible for the overall operation of a Juvenile Detention Facility during assigned shift, ensuring that custody and care are delivered in accordance with State laws, standards, agency policies, procedures, programs and schedules.

STATEMENT OF ESSENTIAL JOB DUTIES

1. Plans, schedules, supervises, and evaluates the work of subordinate staff; participates in the selection, hiring and termination of subordinate employees; supervises subordinate employees via coaching and counseling regarding work performance; initiates and participates in progressive discipline.
2. Develops, supervises, and coordinates all training activities for detention employees; ensures required employee skill certifications are completed.
3. Coordinates and develops program activities and services with other work groups within detention, the court and community partners; serves as community liaison through public and written presentations; prepares, presents and monitors grant applications through implementation, review and reporting.
4. Assists in the development and implementation of Detention policies and procedures; reviews, analyzes and recommends improvements to operational policies and procedures.
5. Reviews detention records and logs; enforces applicable laws and local standards regarding admissions or releases; reviews probable cause statements from law enforcement officers to ensure compliance with acceptable admission criteria; reviews and endorses written reports submitted by detention staff.
6. In the absence of health services staff, makes health-related decisions concerning the admission of youth and/or the initiation of emergency protocols; ensures that the work environment is maintained in a safe and healthful condition; arranges for maintenance work or removal of hazards; requisitions supplies, materials and equipment as needed.
7. Provides guidance and assistance with crisis management and conflict resolution methods involving staff, detainees and parents.
8. Coordinates detainee transports with courts, medical, mental health and community referral agencies; arranges for security needs for hospital and/or other special needs of the court.
9. Directs actions to be taken during emergencies or unusual circumstances; responsible for the safety and security of all departments at DJJC after hours, including, leading staff through emergency procedures and clearance of emergent situation, until situation is stable or properly relieved.

SNOHOMISH COUNTY JOB DESCRIPTION

JUVENILE DETENTION SUPERVISOR

Spec No. 4035

STATEMENT OF ESSENTIAL JOB DUTIES (Continued)

10. Serves as a member of the divisional management team, participates in management/departamental meetings; participates in the preparation of the divisional goals and objectives.

STATEMENT OF OTHER JOB DUTIES

11. Assists/intervenes and reviews actions taken when physical force is required to restrain detainees.
12. Assures all duties of subordinate employees are appropriately assigned and may perform duties of a Juvenile Detention Officer.
13. Performs related duties as required.

MINIMUM QUALIFICATIONS

A Bachelor's degree in Criminal Justice, Human Services, Sociology, Psychology, Public Administration, Business Management or related field, AND, two (2) years of experience as a Juvenile Detention Officer, or supervising juveniles in a residential setting; OR, any combination of training and/or experience that provides the required knowledge and skills. Must pass job-related tests.

PREFERRED QUALIFICATIONS

Twelve (12) months experience in a supervisory role preferred.

SPECIAL REQUIREMENTS

Must be 21 years of age.

Possess valid Washington State Driver's License.

CPR/First Aid qualified or is able to obtain within six (6) months of employment.

Satisfactory completion of the Juvenile Security Worker's Academy Training as instructed by the Washington State Criminal Justice Training Commission within six (6) months of employment.

Satisfactory completion of First Level Supervision Training as instructed by the Washington State Criminal Justice Training Commission. Applicants must fulfill a required criminal background investigation, reference verification, polygraph examination, psychological examination and physical examination.

SNOHOMISH COUNTY JOB DESCRIPTION

JUVENILE DETENTION SUPERVISOR

Spec No. 4035

SPECIAL REQUIREMENTS (Continued)

Applicants must successfully pass a physical agility test.

KNOWLEDGE AND ABILITIES

Knowledge of:

- group and individual behavior patterns of youth
- safety and security issues in a secure detention center
- counseling and crisis intervention techniques
- issues related to juveniles from a variety of social, economic, ethnic and racial backgrounds
- mental health issues, drug and alcohol abuse, suicide assessment skills
- confidentiality in juvenile corrections and criminal justice positions in general
- current trends in the area of juvenile justice
- basic computer skills
- basic principles of program planning and supervision in a 24/7 operation
- grant writing and monitoring of funded programs
- report writing and record keeping

Ability to:

- effectively build rapport with juveniles, their families, community partners and staff from a variety of backgrounds
- guide and give feedback to individuals and teams
- read, interpret and apply laws, policies and procedures regarding detention center operations
- plan, coordinate and organize the operations of assigned shifts
- supervise, coordinate and evaluate the work of subordinate employees
- enforce detention facility rules and regulations
- assess and respond to emergency situations quickly and calmly
- conduct public presentations to various sized groups
- communicate effectively orally and in written format
- manage detainee behaviors through supportive and verbal de-escalation techniques
- recognize situations which threaten the safety and security of individuals and/or the facility and determine the most effective way of controlling the situation
- maintain records and prepare and review required reports

SUPERVISION

The employee reports to the Juvenile Court Programs Manager and/or Assistant Administrator for Juvenile Court Operations. The work is performed with a high degree of independence in accordance with established policy and procedures. The work is reviewed

SNOHOMISH COUNTY JOB DESCRIPTION

JUVENILE DETENTION SUPERVISOR

Spec No. 4035

through conferences and meetings. The employee is the Supervisor for an assigned shift and is responsible for the work of subordinate Juvenile Detention Officers.

WORKING CONDITIONS

The work is performed primarily within the Snohomish County Juvenile Detention Center which is a 24-hour per day, seven (7) day a week operation. The employee may be assigned to any shift and may work on weekends. The employee is required to work holidays when they fall on their normal work schedule, and mandatory overtime as needed.

Snohomish County is an Equal Employment Opportunity (EEO) employer.
Accommodations for individuals with disabilities are provided upon request.

[EEO policy and ADA notice](#)

Class Established: Pre-1980 as Group Worker II

Spec No. 521548

Revised: June 1983, Sept 1996, March 2000, May 2002, May 2006, April 2009, March 2019

Retitled and Revised: December 1995 as Juvenile Custody Worker II

Retitled and Revised: May 1998

EEO Category: 4 – Protective Service Workers

Pay Grade: 241 – Juvenile Court Supervisor Rate Table

Workers Comp: 1501 Hazardous