

SNOHOMISH COUNTY JOB DESCRIPTION
YOUTH ENRICHMENT SERVICES SUPERVISOR

Spec No. 4099

BASIC FUNCTION

To administer the Youth Enrichment Services programs, and plan, coordinate, and supervise the overall operation of the Youth Enrichment Services programs.

STATEMENT OF ESSENTIAL JOB DUTIES

1. Plans, schedules, supervises, trains and evaluates the work of subordinate staff; participates in the selection, hiring and termination of subordinate employees; supervises and disciplines subordinate employees. Monitors interns and community volunteers.
2. Coordinates program services with other units within the court and with community partners; screens new referrals and assigns youth to the appropriate program and staff; advises and collaborates with other departmental employees and contractors.
3. Develops and reviews Youth Enrichment Services operational policies and procedures to interpret, apply and ensure compliance with related laws, rules, regulations and codes.
4. Coordinates community-based programs, gives educational and marketing presentations regarding program service and activities, and assists in the development of services for court-involved youth.
5. Develops Alternative to Detention and Positive Youth Development programs following best practices methods in Juvenile Justice.
6. Researches and prepares grants; monitors and initiates program changes as necessary; maintains reports and provides data to local, regional and national JDAI or similar programs.
7. Coordinates, facilitates, collects, organizes, analyzes and validates juvenile justice methods, models and initiatives.
8. Supervises and participates in the daily operations of the assigned programs; monitors and enforces behavioral compliance within established policies and procedures, investigates rule or behavioral infractions; reviews incident reports; conducts administrative reviews of program failures, requests bench warrants and testifies in court, as needed.
9. Supervises the development of program agenda and curriculum in the areas of life skills for juveniles in the programs; supervises the procurement of community service sites.
10. Monitors the safety and security of the youth in the program.

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STATEMENT OF ESSENTIAL JOB DUTIES (Continued)

11. Performs on-going public relations work to maintain positive relations between court, clients, client's parents/guardians, school districts, various professional agencies and the community at-large.
12. Assists parents and other professionals with program information, educational and community resources; confers with various officials and professionals on status of juveniles assigned to the program.
13. Assures all duties of subordinate employees are appropriately assigned; may perform duties of subordinate staff as necessary.
14. Serves as a member of the management team; participates in the management/departmental meetings; participates in the development of goals and objectives.
15. Attempts to make contact with non-compliant youth; issues warrants as needed.
16. Performs related duties as required.

MINIMUM QUALIFICATIONS

A Bachelor's degree in psychology, social welfare, education, human services or other directly related field to social service work; PLUS 2 years of experience in counseling, interviewing, vocational guidance or crisis intervention; OR, any equivalent combination of training and/or experience that provides the required knowledge and abilities. Must pass job-related tests.

SPECIAL REQUIREMENTS

- Must be at least 21 years of age
- A valid Washington State Driver's License is required for employment
- Must pass an extensive background investigation, which may include a criminal history check, a polygraph examination, psychological and physical exams
- Must obtain a valid First Aid / CPR Card within six (6) months of employment
- Successful completion of a Washington State Criminal Justice Training Commission, Juvenile Services (Probation) Academy may be required within twelve (12) months of employment
- Satisfactory completion of First Line Supervision Training within one (1) year of employment

KNOWLEDGE AND ABILITIES

Knowledge of:

- supervisory techniques of management

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KNOWLEDGE AND ABILITIES (Continued)

- abnormal juvenile behavior patterns
- interviewing, counseling and motivational approaches and techniques
- confidentiality in juvenile corrections and criminal justice positions in general
- literature, developments, and trends in the social services area with emphasis on juvenile community-based and at-risk youth programs
- individual and group behavior
- racial and ethnic disparities and the factors that contribute to those disparities
- community based resources including educational, social and health services agencies
- basic principles of program planning and youth supervision
- group dynamics and de-escalation skills
- curriculum development and instructional techniques
- criminal and juvenile justice systems

Ability to:

- independently make sound decisions in crisis and emergent situations
- establish and maintain a rapport with juveniles, guiding them toward positive goals
- communicate with juveniles in ways that are both supportive and direct
- use critical thinking skills on a daily basis
- exercise supervisor discretion, initiative and judgment
- organize and express oneself in written and oral communication
- apply abstract principles, guidelines and concepts to concrete work situations
- work well independently, with a minimal amount of direct supervision
- work with persons from a variety of socio-economic backgrounds and culturally diverse populations
- organize data for presentations
- establish and maintain community support groups and professional contacts
- develop and deliver monthly unit meeting agenda
- use physical force effectively and responsibly, including use of mechanical restraints
- operate computer software applications including word processing, spreadsheets and databases
- operate internet based electronic tracking systems

PHYSICAL EFFORT

Good physical condition is required to deal with occasional violent or threatening behavior on the part of Juveniles.

SUPERVISION

The employee reports to the Juvenile Court Probation Manager. The work is performed with considerable independence in accordance with established policies and procedures. The

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SUPERVISION (Continued)

employee supervises the work of subordinate Juvenile Community Program Specialists, a Juvenile Community Program Specialist Senior, and support staff.

WORKING CONDITIONS

Work is performed indoors and outdoors equally; work can be performed in all kinds of weather. The employee must be able to work a variable work schedule which may include extended hour days, and work on weekends. The employee may be required to work at a computer one or more hours per shift. The employee must be willing and able to use appropriate levels of verbal and/or physical force and mechanical restraints on aggravated or hostile youth when necessary.

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: November 2005

Revised: December 2010

Revised and retitled: November 2017, Juvenile Community Corrections Supervisor

EEO Category: 2 - Professionals

Pay Grade: 241 – Classified Pay Plan

Workers Comp: 1501 Hazardous