

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES
CLASS SPECIFICATION

JUVENILE JUSTICE SUPERVISOR

POSITION CODE: 21980
Effective: 06/01/2015

DISTINGUISHING FEATURES OF WORK:

Under direction, performs professional front line supervisory duties in a juvenile justice facility, overseeing security and the delivery of program services through subordinate staff within a Juvenile Justice facility. Provides for a safe, secure environment for youth and staff, and assures that security rules and regulations are followed within the assigned area. Supervisors may be assigned to specific areas of the facility, and may perform a range of responsible work assignments. Conducts staff evaluations on an annual or quarterly basis, assigns, directs and reviews work of, and provides training and guidance to, subordinate staff.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Supervises staff in an assigned work area and provides for coordination of services and programming.
2. Supervises staff in providing appropriate and acceptable interaction between adults and youth, by immediate reinforcement of appropriate interaction, limit setting, and correction of inappropriate communication and interaction.
3. Interprets institution policies, rules and procedures to subordinates; assists in planning and conducting programs of in-service training; participates in regularly scheduled staff meetings and daily contacts.
4. Completes all required reports and notifies appropriate staff of issues, concerns and activities.
5. Receives ongoing training to develop new and updated skill and proficiency in carrying out specialized service delivery programs to targeted youth involving group or individual services.
6. Transports and supervises youth movement to and from destinations inside and/or outside the facility grounds; observes behavior and social interaction of youth and intervenes when conflicts occur and deescalates the situation.
7. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

JUVENILE JUSTICE SUPERVISOR (Continued)

DESIRABLE REQUIREMENTS:

Education and Experience *

** Requires either a bachelor's degree from an accredited college or university with a specialization in criminal justice, education, psychology, social work or a closely related social science, or a bachelor's degree from an accredited college or university in another field of study and at least two years of experience in the field of juvenile matters.

Additionally requires successful completion of two years' professional staff experience involving the care of youth in a State of Illinois Juvenile Justice facility, and providing for the safety, security and well being of youth and staff.

** Candidates must be over the age of 21.

Knowledges, Skills and Abilities

Requires extensive knowledge of juvenile behavior problems, and the treatment and interventions required to develop successful and appropriate behaviors.

Requires working knowledge of adolescent psychological development, mental health issues affecting the juvenile offenders, and social development concerns.

Requires extensive knowledge of rules and regulations, post assignments, and specific procedures for carrying out work assignments.

Requires working knowledge of basic first aid and emergency response protocols in order to deal with emergency situations.

Requires ability to coordinate the delivery of services to clients through subordinates, and provide for a safe and secure operating environment.

Requires ability to motivate youth and develop subordinate staff to engender cooperation in daily living activities and support the individual development process in accordance with the service delivery plan.

Requires ability to resolve behavior problems with troubled youth, and engender the cooperation and support of family members and significant others and other professional service delivery staff in serving the needs of youth.

Requires ability to follow oral and written instructions, and regulatory requirements.

Requires ability to write reports, and maintain records, some of which require keyboarding skill.

Requires ability to organize and coordinate in recreational and social activities.

Requires possession of an appropriate valid driver's license.

Requires physical agility and strength to stand and walk for up to three hours at a time, to run for short distances, and to provide physical intervention and control, as necessary, in order to protect and/or restrain individuals.

In addition to English verbal and written skills, candidates may be required to translate, speak and write a foreign language at a colloquial skill level.

* The educational and age requirements are minima, in accordance with the Juvenile Justice Act, [730 ILCS 5/3-2.5-15 (b)].