

NOTICE

There is a job vacancy at the **BAY COUNTY JUVENILE HOME**.

JOB TITLE: SUPERVISOR/JUVENILE HOME

RATE OF PAY: \$41,828.80 per year (entry) progressing to \$45,926.40 per year (after 4 years) (MB07)

Full-time position with benefits as provided for within the BCAMPS labor agreement (although union membership is voluntary). This is a second shift position which requires working weekends and holidays.

GENERAL SUMMARY: Serves as a supervisor of Youth Development Workers and coordinator of the shift. Plans and develops programs of activities for residents. Maintains and reviews resident files for accuracy. Ensures facility policy is utilized properly. Supervision is general, received from the Director of Juvenile Detention & Child Care.

TYPICAL DUTIES:

1. Coordinates shift activity, assigns tasks and assures full complement of personnel. Reviews all entries in resident files and facility log for accuracy.
2. Completes service plans in accordance to Child Caring Licensing rules utilizing behavioral notes and other pertinent information.
3. Supervisor of Youth Development Workers ensures all are following policy and procedures. Initiates corrective action, such as training or retraining. Participates in developing in-service training programs and may lead such programs. Attends and participates in staff meetings and conduct staff meetings in the absence of the Director.
4. Reports seclusions and restraints as required per Child Care Licensing Rules.
5. Coordinates with contracted medical services regarding resident medical needs.
6. Coordinates contact with legal counsel, case workers, probation officers, and physicians of residents.
7. Regularly reviews policy and procedures, making recommendations for change and incorporating change as assigned.
8. Has "on-call" responsibility.
9. Interacts with residents. Employs appropriate counseling techniques and encourages appropriate conduct.
10. Oversees kitchen service staff.
11. Ensures conformance with licensing standards and requirements.
12. Prepares menu and analyzes for costs.
13. Orients new employees in the Director's absence.
14. Performs all tasks of a Youth Development Worker when necessary
15. All other duties assigned

The above statements are intended to describe the general nature and level of work being performed by people assigned this classification. They are not to be construed as an exhaustive list of all job duties performed by personnel so classified.

QUALIFICATIONS: A supervisor, at the time of appointment to the position, shall possess one of the following: a) Master's degree from an accredited college or university and at least one year of experience in a child caring institution or similar setting, or b) Bachelor's degree from an accredited college or university and at least two years of experience in a child caring organization. Prior supervisory experience preferred. Applicants may be required to take written and/or other examinations.

APPLICATION PROCEDURE: Make application online at www.baycounty-mi.gov, in person, or via U.S. Mail at the Bay County Personnel Department, 515 Center Avenue, Suite 301, Bay City, Michigan 48708 no later than **4:00 p.m. Friday, June 17, 2016.**

Bay County is an Equal Opportunity Employer

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