



CLASS SPECIFICATION

Class Code: 60013715
Date Established: 01/2002
Last Reviewed: 02/2024
Last Revised: 02/2024
Last Title Change:
FLSA: non-exempt
Probation: 12 months

WORK PROGRAM FIELD SUPERVISOR

DEFINITION

Under close supervision, responsible for the transportation, supervision, and safety of groups of juveniles participating in the Washoe County Work Program; and performs related duties as required.

EXPERIENCE AND TRAINING REQUIREMENTS

Completion of 48 credits from an accredited college or university with course work in behavioral sciences, criminal justice, human services, social work, or a closely related field; OR an equivalent combination of related education and experience.

Must be 21 years of age at the time of application.

LICENSE OR CERTIFICATE

A valid Nevada Class C driver's license is required at the time of appointment and must be maintained for continued employment in this classification.

CPR/First Aid certificate is required at the time of appointment and must be maintained for continued employment in this classification.

SUPERVISION EXERCISED

Exercises no supervision.

EXAMPLES OF DUTIES *(The following is used as a partial description and is not restrictive as to duties required.)*

Plan and supervise work activities of youth participants at various program locations by gathering and organizing work orders and assessing job sites.

Establish and maintain consistent standards of work performance and participant evaluation.

Observe conduct, work skills and behavior of participants and maintain order, safety and discipline in a consistent manner by keeping groups occupied with constructive work habits.

Provide program orientation to participants by explaining expectations, consequences of rule violations and incentive evaluation system.

Transport participants to job sites in a safe and department approved manner.

Issue proper tools to each participant, instruct proper and safe use of tools and ensure participants understanding.

Perform on-site counseling with each participant regarding specific offense, number of days owed and possible consequences of continued unacceptable behavior.

Motivate uncooperative youth to complete their program assignments while creating and maintaining a safe and positive environment for the entire group.

Assess and document daily performance of participants, prepare daily reports on statistics, roster, incidents, or injury reports; organize participants' paperwork, notify probation of "no-shows" and submit paperwork to supervisor.

Maintain safe operation and cleanliness of County vehicles including checking for unsafe conditions and reporting problems and irregularities to the Senior Field Supervisor.

Participate in training programs as required.

Administer emergency first aid or CPR as required, transport to emergency care facility if required and notify parents of medical emergencies.

Provide classroom instruction of department approved programming in an educational and professional manner.

Ensure that assigned participants perform duties and responsibilities in a safe and prudent manner that does not expose them or others to unnecessary harm or risk of on-the-job injury.

May be assigned to other departmental functions to ensure consistent, safe operations.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Full Performance *(These may be acquired on the job and are needed to perform the work assigned.)*

Knowledge of:

Departmental and countywide policies and procedures.

Departmental goals and philosophy of department.

Federal, state, and local laws, rules, regulations, and legislation affecting the functions of the Washoe County Juvenile Services Department.

Principles of training to include the ability to demonstrate the proper use of tools.

Regulations and restrictions pertaining to program participants.

Microsoft Office Suite and department specific software.

Ability to:

Understand the organization and operation of the County and outside agencies as necessary to assume assigned responsibilities.

Train field supervisors and other staff as assigned.

Collect data and maintain records, and produce clear, concise written reports.

Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of established goals.

Show proficiency in vehicle operation and safely drive a fourteen (14) passenger mid-bus and other company vehicles.

Entry Level *(Applicants will be screened for possession of these through written, oral, performance or other evaluation methods.)*

Knowledge of:

Emotional and behavioral patterns of both delinquent and non-delinquent juveniles.

Motivational counseling techniques.

Ability to:

Plan, prioritize, organize, supervise, and evaluate individual work site activities.

Work with adolescent groups and individuals.

Recognize work methods and procedures which promote a safe working environment for employees.

Remain calm, think clearly and act decisively in stressful situations.

Maintain discipline in a fair and productive manner.

Work with individuals from a variety of socio-economic backgrounds.

Communicate in a clear, concise, and effective manner, both orally and in writing.

Operate general office and computer equipment.

Establish and maintain effective and collaborative working relationships with those contacted in the course of work.

SPECIAL REQUIREMENTS *(Essential duties require the following physical skills and work environment.)*

Ability to work in a non-smoking work environment and in the outside elements. Ability to lift and carry objects weighing up to 30 lbs.

Successful completion of Defensive Tactics annually is required for continued employment in this classification.

Must submit to a TB test at own expense upon offer of employment.

Employment is contingent upon the successful completion of a background investigation.

Must be available to work a flexible schedule to include evenings, weekends, and holidays and may require flexible work schedules outside of traditional business hours.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards.