



CLASS SPECIFICATION

Class Code: 60013727
Date Established: 01/2000
Last Reviewed: 02/2024
Last Revised: 02/2024
Last Title Change: 11/2018
FLSA: non-exempt
Probation: 12 months

SENIOR WORK PROGRAM FIELD SUPERVISOR

DEFINITION

Under general direction, is responsible for the transportation, supervision, safety, behavior, and work habits of a group of juveniles participating in the Washoe County Work Program; supervises Work Program Field Supervisors; 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 AND one year of experience as a Work Program Field Supervisor overseeing a work program; 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.

DISTINGUISHING CHARACTERISTICS

This is the supervisory level in the class series and is distinguished from the Work Program Field Supervisor by having greater independence in performing duties with a wider range of assignments that are more complex in direct observation, supervision, guidance, and general custodial care of juveniles.

SUPERVISION EXERCISED

Exercises direct supervision.

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

Develop and update a wide variety of reports and documents to provide information and data related to various department programs.

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

Plan and supervise work activities of youth participants by gathering and organizing work orders and assessing job sites; safely transport participants to the job site; organize lunch, rest, and bathroom breaks.

Maintain the safe operation of work program vehicles including checking for unsafe conditions and reporting problems and irregularities to the Program Manager.

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

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

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

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

Motivate uncooperative youth to complete their assignment 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, notifies probation of "no-shows" and submits paperwork to the assigned Program Manager.

Supervise youths proven to be more difficult, sophisticated, or possessing severe and violent behavior problems; work closely with Probation Officer/Case Manager regarding unique or specific problems relating to participants.

Meet with Probation Officer/Case Managers as needed for processing non-compliant cases.

Supervise assigned staff, which includes staff selection; assigning, scheduling, and reviewing work; providing training in proper work methods and procedures; providing professional development, coaching, and mentoring; writing performance evaluations; and implementing discipline and conflict resolution procedures when necessary.

Administer emergency first aide or C.P.R. as required, transport to emergency care facilities, and notify parents of medical emergencies.

Develop and solicit revenue generating job sites.

Monitor program expenditures, purchases, and inventories for all program equipment, tools, and vehicles.

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

Participate in training programs as required.

Ensure that assigned personnel 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 the department.

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

Countywide personnel policies such as sexual harassment, discrimination, and EEO.

Department specific software.

Ability to:

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

Supervise personnel including training, assigning and reviewing work, administering discipline and conducting performance evaluations.

Collect, analyze, and prepare departmental reports.

Identify and create new sources for revenue generating job sites.

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.

Principles and practices of supervision.

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

Microsoft Office Suite applications and standard computer software.

Ability to:

Lead, mentor, coach, and train staff in the performance of Work Program duties.

Plan and organize office workflow to meet schedules and timelines.

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

Work with adolescent groups and individuals.

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

Recognize work methods and procedures that promote a safe working environment for employees and others, and train staff to do the same.

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

Remain calm in stressful situations and deal effectively with hostile clients.

Maintain discipline in a fair and productive manner.

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

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

Communicate effectively, both orally and in writing.

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 upon appointment at own expense if applicable.

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.