

ASSISTANT SUPERVISOR

Applications are now being accepted for an Assistant Supervisor position with the Youth Center of the High Plains. The current assistant supervisor position is available on Rodney's shift from 9A-9P. Shift assignment could change at the time of hiring/promotion and is subject to administrative discretion to reassign for the good of the facility and to maintain appropriate male/female ratios. Submission to a psychological exam is required. Randall County is an E.O.E.

DEFINITION

This position involves assisting the shift supervisor during an assigned shift at the Youth Center; or in the shift supervisor's absence, assuming his or her job duties. Provides orientation to youth entering the Youth Center and ensures that all established safety and welfare measures and procedures are carried out by staff and residents.

SUPERVISION RECEIVED AND EXERCISED

- Receives supervision from the shift supervisor.
- Supervises full-time and part-time juvenile supervision officers.

Education:

- High school or GED required
- Bachelor's degree in criminal justice, psychology, social work, education, or similar field preferred

Experience:

- One year of supervisory experience preferred
- One year of experience working with adolescents required
- Two years of experience working with adolescents preferred: Experience in all criminal justice or social sciences fields may be accepted in lieu of direct adolescent experience

Essential duties and responsibilities:

- Supervise shift activities and staff within the Youth Center in the absence of—or as directed by—the shift supervisor.
- Assign tasks to staff to ensure that all essential daily tasks are completed, regularly evaluating and reviewing staffing assignments to meet existing and changing program requirements.
- Provide orientation for youth entering the Youth Center.
- Provide competent and professional counseling and guidance to residents during groups, through personal contact, or through appropriate referrals.
- Monitor daily chronological entries made by staff, and maintain supervisors' log of resident issues, concerns, etc.
- Write reports as required, and ensure that all incident and medical reports are written and distributed to appropriate persons on each shift.
- Maintain the safety, sanitation, security, and integrity of the facility through diligent regard for established policies and procedures.
- Assist shift supervisors in auditing staff training files to ensure current certifications and training needs.
- Assist with employee performance evaluations.
- Schedule on-call and part-time staff, as needed, to ensure adequate staff/child ratios.

Salary: Salary starting at \$48,012.65 depending upon qualifications and experience, plus full county benefits which include health plan, dental plan, vision plan, holiday, vacation and sick leave, etc.

Applications may be picked up at the Randall Co. Human Resources Office, 501 16th St, Ste. 302, in Canyon or the Youth Center of the High Plains (YCHP), 9300 S. Georgia St., in Amarillo. Or simply go to www.randallcounty.com and click on job opportunities to download application. Complete and return with a letter of interest and an updated resume as an email attachment to heathergrant@rcji.org.

Closing Date: Open Until Filled