

DESCRIPTION: Under general supervision, supervises a shift of Youth Security Specialists that provide security and maintain control of youth located at a 24-hour state facility/ward; serves as Officer of the Day; performs work of assigned staff as needed; performs related work as assigned.

DISTINGUISHING CHARACTERISTICS: (A position is assigned to this class based on the scope and level of work performed as outlined below.)

This is the third and final classification level in the Youth Security Specialist class series. This class is distinguished from the Youth Security Specialist I and II classes that do not have supervisory responsibility of staff.

Positions allocated to the Youth Counselor class series perform treatment planning, coordination and counseling of youth.

EXAMPLES OF WORK: (A position may not be assigned all the duties listed, nor do these examples include all the duties that may be assigned.)

Plans, organizes, coordinates, directs and controls the work activities of assigned staff to facilitate the attainment of the units work goals and to ensure the consistent application of unit policies, procedures and guidelines.

Confers with and counsels assigned staff to explain and/or exchange information on work policies, procedures and guidelines and to formulate and identify the characteristics and impact of possible solutions to work-related problems.

Reviews and compares work performance of assigned staff with established standards to determine employee production levels and training needs and to recommend appropriate personnel actions such as promotions, disciplinary actions, status changes, separations and grievance dispositions.

Trains staff in the principles, practices, policies and procedures of security at a youth rehabilitation facility to maintain and/or improve efficiency and effectiveness of employees in accordance with established work performance standards.

Administers facility rules and regulations to ensure youth movements on and off campus, church activities, school and recreation activities, dining room activities, safety, security and sanitation are all conducted in an acceptable, proper manner.

Directs the operation and maintenance of a cottage/living unit to include the requisition, purchase and recordkeeping for supplies and equipment and the maintenance of records pertinent to the youth adjustment and cottage/living unit operations to ensure the cottage/living unit functions properly in accordance with established administrative, health, sanitation, security and safety standards and to document operations and activities.

Consults with other staff regarding youth with behavior problems and disciplinary actions to provide guidance and to inform agency management of actions taken and progress made and to assist in rehabilitative treatment.

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Reports absconded youth to appropriate center staff and law enforcement agencies and organizes search parties to locate and return youth.

Controls all campus keys to ensure security is maintained.

Writes reports and documentation of activities to have an accurate record of activities and submit required reports.

Inventories all youth personal property and money to maintain an accurate record and to provide safeguards against thefts.

KNOWLEDGE, SKILL AND ABILITIES REQUIRED: (These are needed to perform the work assigned.)

Knowledge of: principles and techniques of supervision; principles and practices of group and family systems theory; behavioral prevention and intervention techniques; adolescent growth and development; individual counseling theory and practice; adolescent sexuality; recreational theory and practice; first aid; basic sanitation and personal hygiene; basic counseling and crisis intervention techniques.

Skill in: organizing and prioritizing the work of oneself and those supervised; communicating to relay information to staff, management, industry professionals and family members/guardians; communicating with youth in a way that reinforces feelings of self-worth; listening to and understanding information received; providing learning experiences to enhance insight and growth of youth; being aware of others' actions and reactions; persuading others to change their minds or behaviors; bringing others together to reconcile differences.

Ability to: plan, assign, direct and evaluate the work of staff; learn, apply and enforce agency and facility policies, rules and regulations; learn and understand social and legal issues in child welfare; learn and apply security measures; intervene in crisis situations while maintaining the safety of youth and staff; perform housekeeping and maintenance duties in accordance with health standards; develop and maintain purposeful relationships with youth; plan, organize and participate in a variety of recreational or vocational activities; observe, assess and document adolescent behavior; direct and assist youth in learning through group processes; work in a team setting to implement residential programs and develop and implement individual growth plans; lift, push, pull or bend to assist youth in meeting their needs and maintaining safety; interact with agency and administrative staff to establish and maintain work relationships.

MINIMUM QUALIFICATIONS: (Applicants will be screened for possession of these qualifications. Applicants who need accommodation in the selection process should request this in advance.)

Coursework/training or experience in: social work, criminal justice, counseling and guidance, human development and the family, psychology, behavioral health care, education, social/behavioral sciences, nursing/patient care, delinquency prevention or related area. Experience leading, coordinating, directing, monitoring and/or supervising others.

SPECIAL NOTES:

Positions located at the Lincoln Regional Center and Hastings Regional Center may be subject to CMS staffing requirements and 471 NAC 32-007.03E which requires 75% of child care staff to have a bachelor's degree or five years experience in a human services field.

Must be age 21 to work with youth located at the Lincoln Regional Center and Hastings Regional Center.

Positions in this class may require an employee to possess a valid driver's license and provide a passenger vehicle with adequate liability insurance, or the ability to provide independent authorized transportation.

State agencies are responsible to evaluate each of their positions to determine their individual overtime eligibility status as required by the Fair Labor Standards Act (FLSA).