

# JUVENILE COURT PROGRAMS SUPERVISOR

## DEFINITION

Under general direction, to supervise the care, education, treatment, and security of children placed in the Juvenile Detention Center or Shelter Home under the jurisdiction of the Juvenile Court; to administer general facility operations; and to do related work as required.

## EXAMPLES OF DUTIES

Evaluates the behavior of children placed in the Detention Center or Shelter Home; counsels with children, parents and/or guardians; attends/participates in court/custody hearings; provides input/assessment to the Court; recommends administrative and disciplinary actions; directs the planning of suitable educational and recreational programs; contacts community resources for assistance. Schedules and supervises the daily work of Juvenile court Workers; evaluates employee performance; identifies staff training needs. Supervises housekeeping and maintenance operations; orders supplies; plans transportation. Maintains budget and daily records and reports; and prepares reports to the Juvenile Court.

## EMPLOYMENT STANDARDS

Education and Experience: Any combination of training and experience equivalent to a bachelor's degree in social work, counseling, corrections or related area with graduate study in these fields preferred. Two years professional social work, counseling, corrections administration or related work experience which must have included working with juveniles who have social and/or emotional problems. Experience with troubled juveniles under court jurisdiction, juveniles in a residential juvenile facility and in supervision of personnel is preferred.

Knowledges and Abilities: Knowledge of child behavior, human growth and behavior models; ability to evaluate, train, and supervise others; ability to plan and organize maintenance of the facility and daily living activities, physical security and similar functions; ability to maintain records and to prepare reports. Ability to communicate effectively with Court staff and with members of the community regarding work-related issues or concerns, ability to coordinate multiple program functions, and good organizational skills.

Special Requirements: Must possess or be eligible for a valid Wisconsin driver's license and have access to personal transportation.