

Youth Care Supervisor

Definition:

Under general direction, to supervise and train specialized program staff and coordinate and train volunteers. Incumbents may be "working" supervisors in that they perform the same tasks as the staff they supervise.

This is the supervisory level of the Youth Care classification series. The Youth Care Supervisor is distinguished from the Youth Care Associate and Youth Care Specialist by its full supervisory responsibilities.

This job classification requires the applicant to be willing to work any shift of a 24-hour period, 80 hours in a two-week pay period, and work in outlying County areas.

Essential Functions:

- Plans, implements, and coordinates daily activities and assignments within assigned programmatic area of responsibility.
- Supervises program staff to include: prioritizing and assigning work; conducting performance evaluations; ensuring staff are trained; and making hiring, termination and disciplinary recommendations; oversees the training and assignment of program volunteers.
- Keeps abreast of changes in policies, procedures, and partner relationships; informs staff of changes.
- Participates in a variety of meetings and training sessions.
- Responds to inquiries and requests for information from the public, internal departments, external agencies, and/or other interested parties; maintains public relations with community and professional organizations regarding available services, programs, and facilities.
- Establishes and maintains program procedures and training programs.
- Compiles a variety of program data and prepares related reports.
- Assists staff with complex program issues.
- Responsible for creating and maintaining a variety of records, forms, databases, presentations, procedural manuals, and/or other related information.
- Performs other related duties as required

Employment Standards:

Completion of 30 semester units or 45 quarter units AND Three (3) years of experience supervising juveniles or adults in a group setting.

OR

Any equivalent combination of training, education and experience.

One additional year of college may be substituted for one year of required experience.

(Qualifying related work experience may include: overseeing the day-to-day operations of a program; supervision of staff engaged in the activities related to a program; verifying documents to determine eligibility for benefits, social services and/or employment; conducting needs assessments; making referrals for services; interviewing clients and providing program information to the public.)

Upon employment, must complete 40-hour Group Home Administrator Certification within 6 month probationary period if assigned to Jamison Children's Center.

Possession of a valid California Motor Vehicle Driver's License is required at time of appointment.

Knowledge of: supervisory principles; applicable local, state, and federal laws, rules, regulations, and guidelines; public relations principles; mathematical principles; individual and group behavior theory; training principles; community resources; interviewing techniques.

Ability to: monitor and evaluate work; prioritize and assign work; read, comprehend, and explain applicable laws, rules, regulations, policies, and guidelines; supervise program support activities; prepare and present presentations; speak in public; record and transmit information; handle multiple tasks simultaneously; resolve conflict; conduct research; use a computer and related software applications; conduct interviews; and, communicate both orally and in writing sufficient to exchange or convey information and to receive work direction.

Supplemental:

A background check may be conducted for this classification.

All Kern County employees are designated "Disaster Service Workers" through state and local laws (CA Government Code Sec.3100-3109 and Ordinance Code Title 2-Administration, Ch. 2.66 Emergency Services). As Disaster Service Workers, all County employees are expected to remain at work, or to report for work as soon as practicable, following a significant emergency or disaster.