

All applicants must complete an application to be considered - those submitting resumes only will not be considered.



Circuit Court Of Jackson County, Missouri

Vacant Position

Date: 02/10/2009

Posting No.: 012

Position Title: Shift Supervisor (Overnight) Position No.: 9323

Department: Residential Services - McCune

Work Location: 21001 E. 24 HWY - Independence MO

Work Hours: 11 p.m. - 7 a.m. ; Tuesday - Saturday

Salary: County Paid Position - Exempt Grade C 6 - \$1,172.80 Bi-weekly

Salary Range For Internal/Rehire Applicants: \$1,172.80 - \$1758.40 Bi-weekly

Application for Employment may be obtained in Human Resources, 415 East Twelfth Street, 10th Floor, Kansas City, MO 64106 or at the Web Address: www.16thcircuit.org. Fax No.: 816-881-3229. E-Mail Address: Jobs.16thCircuit@courts.mo.gov Employment Specialist: **Gail Cox**. Information regarding job vacancies may also be obtained by calling the **Job Information Line at 816/881-3470**. Applicants for clerical positions which require skill testing must be tested for consideration. **ALL CURRENT EMPLOYEES APPLYING FOR THESE POSITIONS MUST SUBMIT AN INTERNAL APPLICATION FORM TO HUMAN RESOURCES.** Current Family Court employees who are applying for lateral transfer within the same job classification and grade will be given first consideration.

Applications must be received by Human Resources no later than 05:00 PM on 02/19/2009

POSITION PURPOSE AND EXAMPLES OF WORK:

To ensure the efficient operation of the facility by supervising staff, youth, activities, and security within the facility. Schedule, assign, guide and monitor the daily work of youth worker staff in the operation of a youth treatment facility; regularly observe workers' performance and behavior; delegate duties to be performed during the shift; ensure adequate staff coverage, may involve contacting and scheduling back-up workers; interact and counsel with youth on an individual and group basis; ensure youths' daily needs are met and maintained; lead and participate in youth group counseling sessions; ensure fair treatment of residents by staff, ensuring that staff adhere to all correct guidelines and procedures; may develop, plan and coordinate recreational and leisure activities and programs for the residents which include volunteer programs, recreational activities, and visitations; assess staff performance; compose, prepare and review a variety of routine and non-routine reports, narratives, and other documents; participate in interview process and make hiring recommendations; investigate and resolve staff disciplinary matters, or recommend appropriate action; maintain communication with appropriate authority of facility; relating necessary and important information; consistently ensure facility surroundings are safe and secure for both residents and staff and take appropriate action to correct deficiencies; regularly conduct fire and tornado drills; make changes in planned activities in order to modify youth behavior; attend and conduct staff meetings, and attend other meetings, seminars and training; may transport youth in personal or Court vehicle; and perform related work as required

MINIMUM EDUCATION AND EXPERIENCE:

The following minimum requirements can also be achieved through any equivalent combination of education and experience which provide the required knowledge, skills, and abilities. High School diploma or equivalent. Two years directly related experience with troubled youth. Knowledge of adolescent behavior; knowledge of various treatment and counseling modalities; ability to communicate effectively, both orally and in writing, and to prepare clear, complete and logical reports; ability to establish and maintain effective working relationships with others; ability to plan, assign, and supervise the work of subordinates; ability to motivate and train employees; ability to make sound decisions in accordance with laws, regulations, and Court policies and procedures; ability to supervise, motivate, counsel and discipline adolescents with behavior problems; patience and ability to relate to youth from a variety of cultural, economic and ethnic backgrounds; ability to remain calm and in control in emergency or stressful situations; ability to project positive role model; ability to restrain youth in a physical confrontation; ability to lawfully operate a vehicle in a safe and prudent manner. Valid drivers' license from state of residence. If driving non-court vehicle for court business, must have valid automobile liability insurance and properly licensed vehicle. Must be able to provide proof of the above. All applicants for this position are subject to testing for illegal drug use prior to appointment. Employees in this position are subject to random and reasonable suspicion testing for illegal drug use.

THE COURT IS AN EQUAL OPPORTUNITY EMPLOYER