

SUPERVISOR OF DETENTION

GENERAL STATEMENT OF DUTIES: Supervises the activities of the Department of Social Services Woodfield Detention Cottage; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision of the Director of Detention Services, an incumbent in this position is responsible for the custody and supervision of juveniles remanded to the Woodfield Detention Cottage, pending disposition by the Judge of Family Court. Full supervision is exercised over all employees of the Cottage as well as the children while assigned to the Cottage.

EXAMPLES OF WORK: (Illustrative Only)

Conducts admission interviews with children;

Organizes an individual program of educational and recreational activities, and counseling designed to fit the needs and capacities of each child;

Sets procedures and schedules to be maintained and supervises staff in the handling of children;

Confers with staff on the progress of each child and makes changes in individual programs of children as necessary;

Confers with probation officers, local police officers and relatives concerned with children, as required;

Observes and reports on the behavior and problems of children in detention;

Maintains statistical and social records;

Requisitions and controls supplies and equipment;

Submits and maintains annual budget;

Supervises the maintenance of buildings and grounds;

Supervises the housekeeping staff.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of child guidance principles, practices and techniques as applied to acute behavior problems; good knowledge of institutional or group residence management including a practical working knowledge of business and personnel techniques of management; good understanding and demonstrated interest in the delinquent or disturbed child; ability to organize and maintain a program of education, recreation, and guidance for delinquent or disturbed children; ability to supervise people and foster constructive thinking and positive children's attitudes towards themselves and society; ability to organize and administer a program of in-service training for staff personnel; ability to utilize community resources as an aid to program of detention; resourcefulness; integrity; objectivity of judgment; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: A Bachelor's Degree* and five years experience in juvenile detention or juvenile institutional systems operation which must have included two years experience in a management or administrative position with responsibility for policy operations, policy formulation or program development in the field of juvenile detention or juvenile institutional systems.

SUBSTITUTIONS: A Master's Degree* in Social Work, Public Administration or Criminal Juvenile Justice may be substituted for the above experience at the rate of 30 credit* hours per year. There is no substitute for the two years of specialized experience.

SPECIAL REQUIREMENTS: Candidates must receive a satisfactory clearance issued by both the New York State Central Register of Child Abuse and Maltreatment and the New York State Division of Criminal Justice Services prior to appointment. All new appointees and all incumbents must pass an annual medical examination in accordance with the required guidelines established by the New York State Division for Youth.

*SPECIAL NOTE: Education beyond the secondary level must be from an institution accredited or recognized by the Board of Regents of the New York State Education Department as a post-secondary, degree-granting institution.