

# Cascade County

## Job Vacancy Announcement

<b>Position: Compliance Supervisor</b>	<b>Closing Date: Open Until Filled</b>
<b>Dept.: Juvenile Detention Center</b>	<b>Dept. Adm.: Shanna Bulik-Chism</b>
<b>Type of Position: Full-time</b>	<b>Salary: \$19.30 per hour</b>
<b>Applications available at Cascade County Human Resources Department, <a href="http://www.cascadecountymt.gov">www.cascadecountymt.gov</a> or Job Service. All application materials must be turned in to the Cascade County Human Resources Department and date stamped by 5:00 p.m. on the closing date.</b>	

### POSITION DESCRIPTION

The Compliance Supervisor spends considerable time overseeing detention food programs, directing staff in the operation of detention programs, coordinating services, interacting with youth; reviewing youth files; and reviewing oral and written reports from staff; documents all changes in youth's behavior or emotional status in a timely manner; accurately records significant data in youth records; and assists with scheduling of detention employees; has extensive personal contact with placing agencies, law enforcement, court personnel, co-workers, associated professionals, juvenile offenders, families, visitors, medical professionals, attorneys, and other government agencies; must help to oversee youth programs, provide staff training; establish effective working relationships with staff and youth; and coordinate and exchange information with fellow employees and employees on different shifts; understands the philosophy and mission of the center and enforce policies and procedures as written; required to flexible work hours in order to effectively supervise employees and youth on all shifts at the center; attends meetings, conferences and workshops as directed by the administrator and must complete 20 hours of annual training in areas of juvenile justice and supervision, in addition to the mandatory CPR/First Aid and Non-Violent Crisis Intervention (CPI), assists in the daily management of center operations, and acts in the administrator's absence if required; work hours must be flexible in order to carry out center needs, and be on call every third week; develop and maintain menus that meet or exceed daily USDA requirements, and oversee all food service operations; responsible for all reports required by the State of Montana-Office of Public Instruction, and daily food record management; responsible for all purchasing of food, including but not limited to the School Food Cooperative purchasing, USDA commodities, food bank, and local businesses; ensures compliance with applicable licensing and professional standards of practice for food programs and to inform the administrator of the requisite changes needed to maintain compliance; meets annually with a dietician to ensure food service menus are nutritionally balanced and meet all applicable requirements; generates grant reports to the Montana Board of Crime Control, and assists the administrator in overseeing grant management; monitors monthly reporting of detained youth to the Juvenile Detention Reporting System (JDERS); compiles data, data entry and statistics for the Montana Board of Crime Control audit or as requested by the administrator; oversees daily production of census sheets; ensures all paperwork is accurate, complete and filed accordingly; periodically set up and removal of electronic monitoring equipment as ordered by the Court or Probation Officer; directly supervises all staff in the center and meets with them as needed to address center issues, facilitate communication, discuss programming, enforce rules, and ensure policies and procedures are followed as written; reports all discrepancies to the administrator; trains, assigns, supervises and evaluates the work and activities of shift supervisors, detention officers and interns in the center; maintains monthly travel report for billing purposes and submit to accounting technician; assists administration in the development, training, and follow through of policy and procedures complying with licensing requirements and goals and objectives of the center; and other as assigned and required.

### JOB REQUIREMENTS

**Knowledge and understanding of:** Principles and practices of the Montana Youth Court Act, Administrative Rules of Montana; Montana Code Annotated (M.C.A.); youth court procedures; detention center standard operating procedures; Non-Violent Crisis Intervention; safety and security principles of detention; suicide prevention; CPR/First Aid; medication dispensing and documentation; communicable diseases and blood borne pathogens; youth behavior and culture; youth booking system and Juvenile Detention Reporting System; Prison Rape Elimination Act (PREA); emergency response procedures; key, tool and utensil control; professional boundaries; chain of command; use of force; urinalysis collection, screening and documentation; youth probation and corrections; dynamics of abuse and neglect; cultural sensitivity and social and economic causes of youth crime and delinquency; adolescent development, chemical dependency issues, and the grief-loss cycle; supervisory practices and internet/web based programs.

**Skills in:** Intake interviewing; counseling and evaluating youth emotional needs; court procedures; program design, implementation, and evaluation; Interpersonal skills; leadership and management; de-escalation of youth using verbal communication; persuading youth to work for positive changes; Word, Excel, Power Point, Outlook, Access, Internet.

**Ability to:** Effectively develop working relationships with staff, youth, administration, placing agencies, law enforcement, families, advocates and other interested parties of youth; operate a computer; perform a wide variety of youth counseling and related operational and administrative tasks with accuracy and speed under the pressure of highly charged emotional situations; communicate well with others, both orally and in writing; works independently and as a team member; deal with the public or other employees in a pleasant and courteous manner; practices good public relations; displays mature judgment within established policies and procedures in stressful situations; use logical and creative thought processes to develop solutions according to written specifications or oral instructions; deal with conflict in an appropriate manner; resolve interpersonal conflict in a straightforward and timely manner, and set priorities; train, assign, supervise, instruct, and evaluate the work of others; work extended hours, nights, weekends and holidays as needed; carefully observe the behavior and activities of youth and staff on various shifts, and manage youth when they become physically aggressive; accept responsibility and be self-motivated; prepare accurate and reliable reports containing findings, conclusions, recommendations, and justifications.

## EDUCATION AND EXPERIENCE

The above knowledge, skills and abilities are typically acquired through a combination of education and experience. At a minimum, all qualified applicants **MUST HAVE a Bachelor's Degree in Psychology, Social Work, Criminal Justice, or closely related field; and a minimum of three (3) years' experience working with youth or youth-in-crisis with one (1) year supervisory experience; or any equivalent combination of experience and training which provides the knowledge, skills, and abilities necessary to perform the work; MUST possess valid MT State Driver's License issued by the State of Montana or be able to obtain within 30 days of hire. The successful applicant must attend Montana Corrections/Detention Officer Basic (CDOB) training within six (6) months of hire. After attending CDOB, applicant will submit paperwork to POST to receive their Basic Certificate for CDOB within one (1) year. CPR, first aid and CPI certification required with training provided.**

*The successful applicant must serve a 6 month probationary period and may have a DPHHS and criminal background check conducted. The results thereof may disqualify the applicant from consideration for employment with the county.*

*Notice to Applicants:* Applicants who are claiming Veteran's or Handicap Preference **must** provide a DD-214 Discharge Document or DPHHS Handicap Certification **and** Employment Preference Form with their application for employment so Cascade County may apply the preference during the selection process.

**Cascade County makes reasonable accommodations for any known disability that may interfere with the applicant's ability to compete in the recruitment and selection process or an employee's ability to perform the essential duties of the job. For Cascade County to consider such arrangements, the applicants must make known any needed accommodations.**

**CASCADE COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER**