

**INGHAM COUNTY  
JOB DESCRIPTION**

**SUPERVISOR – INGHAM COUNTY FAMILY CENTER**

**General Summary:**

Under the direction and supervision of the Juvenile Programs Director the Family Center Supervisor is responsible for internal operation of Court administered programs located in the Academy Building i.e., the Ingham Academy and Evening Reporting Programs with focus on the afternoon and evening operational hours. This includes oversight for on duty personnel and responsibility for program areas specifically assigned. The Family Center Supervisor also serves as the building supervisor during the shift.

**Essential Functions:**

*An employee in this position may be required to perform any or all of the following: (Illustrative examples not an exhaustive listing.)*

1. Ensures that all program activities are conducted according to the policies and procedures of the Court's Programs assigned to the Family Center.
2. Oversees and reports to the Facilities' Department, issues of building security and facility operations.
3. Works with Court Staff, facility staff, youth and families to resolve situations, address problems and offer additional direction as required.
4. Responsible for the safety and security of staff, families and the facility while ensuring that health, fire and state licensing regulations are satisfied.
5. Responsible, as assigned by the Program's Director, for the annual review, modification and implementation of the Policy and Procedure Manual.
6. May be responsible for oversight of personnel, programs and/or groups and training.
7. Attends managerial and general staff meetings as assigned and directed. Conducts meetings with individual shift staff, and maintains open channels of communication.
8. Monitors all keys from shift-to-shift and insures that all keys are properly retained.
9. Provides supervision to Cook and assures that the kitchen area is properly administered, cleaned and inspected.
10. As representative of the Circuit Court Family Division, will attend Advisory Board, Neighborhood Association Meetings and other functions as assigned.

11. Performs other related duties as assigned.

**Other Functions:**

12. None listed.

**Employment Qualifications:**

**Education:** Bachelors degree required. Social Sciences, Family and Community services or related areas of study preferred.

**Experience:** Three to five years related work experience dealing with at risk adolescents and their families required.

**Other Requirements:** *The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.*

**Physical Requirements:** *(This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the following requirements. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements):*

With or without accommodations, this employee must be of the mental and physical capacity to visually observe, interact with and communicate with at-risk adolescents presently residing in the Youth Center. Verbally interviews adolescents during an intake process. Physically restrains violent or uncontrolled youth in the center. Occasionally lifts, pushes, pulls and carries weights of up to 100 lbs. Stands and or sits for long periods of time throughout a shift. Must be or become certified in CPR. Operates various types of general office equipment, including word processors, data entry devices, telephone, copiers, and fax. Operates specialized security monitoring devices, video, and audio monitors. Must be able to work the scheduled shift hours of days, afternoons, mid-nights and weekends. Must be able to understand and demonstrate principals of behavior management and other adolescent treatment modalities.

**Working Conditions:**

Exposure to physical assault by youths.

Exposure to youths with various states of cleanliness and hygiene.

Exposure to various bodily fluids.

Exposure to communicable diseases of youth.