



County of Galveston

Human Resources

JOB POSTING NOTICE

Galveston County is seeking a new Supervisor of Special Programs for the Juvenile Justice Department! The right candidate will be responsible for overseeing the operations of Transforming Lives Cooperative (TLC) Residential Program and the Transforming Lives Cooperative (TLC) Day Program.

JOB TITLE: Supervisor – Special Programs	DEPARTMENT: Juvenile Justice
ANNUAL SALARY: \$37,872.14	JOB GRADE: 14 (0)
OFFICE ADDRESS: 6101 Attwater Avenue Texas City, TX 77590	OFFICE HOURS: 8:00am to 5:00pm, Monday – Friday
PHONE: (409) 770-5418	FAX: (409) 770-5351

WEBSITE: <http://www.galvestoncountytexas.gov/hr/Pages/Jobs-Online.aspx>

BENEFITS:

- Medical
- Dental
- Vision
- Disability
- TCDRS Retirement
- AUL Alternate Plan

TO APPLY:

To apply please visit our website: <http://www.galvestoncountytexas.gov/hr/Pages/Jobs-Online.aspx> and fill out our online application or apply in person at 722 Moody, 3rd Floor Human Resources Office.

QUALIFICATIONS/REQUIRED SKILLS

- High School Diploma/GED with no disqualifying criminal history
- Must have 4+ years of supervisory experience in casework, counseling, community or group work in a social service, community, corrections, or juvenile agency that deals with offenders, disadvantaged persons, emotionally disturbed and/or violent children
- Must satisfactorily complete all pre-hire requirements.
- Excellent written/oral communication skills, as well as dealing with the public
- Must hold a Texas Juvenile Probation Commission certification throughout employment.
- Must have respect for clients and colleagues, and a desire to help people.
- Skill in decision making and problem solving, as well as preparation of clear and precise reports.
- Knowledge of supervisory principles and practices and ability and willingness to follow guidelines, policies, and procedures.
- Must be able to pass background check, physical exam and drug screen and possess a valid Texas Driver’s License for the type of vehicle or equipment operated.

RESPONSIBILITIES INCLUDE

- Oversees and directs the day-to-day operations of the Transforming Lives Cooperative Residential and Day programs.
- Oversees and directs the day-to-day operations of the Juvenile Justice Alternative Education Program as assigned.
- Investigates incidents and assists staff with crisis situations including problem solving and conflict resolution.
- Ensures that program standards, requirements, policies, and procedures are followed; Testify in court as necessary.
- Serve as and fulfill all duties of the Grievance Officer for the TLC Residential and Day program.
- Provides counseling, skills training and crisis intervention for juveniles served by the department.
- Interview, processes, orientate, and admits juveniles court ordered into the TLC Residential and Day program.
- Maintains juveniles’ files, folders and program records by ensuring that all required documentation is accurate and complete.
- Maintain confidentiality of offense reports, school, psychological, medical and other confidential records.
- Conduct monthly staff meetings; Trains, assigns, directs, supervises, evaluates and disciplines personnel.
- Ensures that adequate staff coverage is assigned to all scheduled shifts/Monitors staff training records to ensure compliance.
- Able to report regularly for work and be on time and performs other duties as assigned by supervisor.

Date Posted:	10/7/2016	ADA/Equal Employment Opportunity Employer/VETS WELCOME
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