Applications for the following vacancies will be received at the Personnel Department, Berrien County Administration Building, 701 Main Street, St. Joseph, Michigan 49085, Between 8:30 A.M. and 5:00 P.M. Applications can be downloaded from: www.berriencounty.org Equal Opportunity Employer.

JUVENILE CENTER

Assistant Supervisor ($39,041.00)

Required: A Bachelors Degree in the Behavioral Sciences or related field, or 60 semester hours of college credit with a minimum of two years of paid full time experience working with juvenile delinquents or adult offenders in the justice field, or with clients in the social service/mental health fields.

Desired:

- Coursework in Criminal Justice, Corrections or Administration
- Supervisory experience in the field of juvenile or adult corrections
- Knowledge of accreditation standards and administrative rules relating to juvenile detention and residential treatment facilities
- Knowledge of computer applications in the justice system.

Duties: Under the direct supervision of an assigned Juvenile Center Supervisor, serves as an "Assistant Supervisor" for the facility. The Juvenile Center Assistant Supervisor shall provide ongoing supervision of facility security, programs, residents, and personnel, in accordance with Juvenile Center Policies and Procedures. This position shall be primarily stationed in the Secure Detention Control Room with the responsibility for the coordination and monitoring of all scheduled programs and delegation of specific assignments to child care staff. This position has the primary responsibility for ensuring that staff provide residents medical treatment/medications as prescribed and that residents are provided with adequate clothing, bedding, and hygiene supplies by staff. This position shall maintain an inventory of security and emergency equipment and distribute such items to child care staff as required on the shift. The Juvenile Center Assistant Supervisor will serve as the designated person in charge of the facility in the absence of higher-ranking personnel. This position will be required to work weekends, holidays, and flexible shifts on a regular basis. The Juvenile Center Assistant Supervisor is expected to ensure and document continuous compliance with ACA Accreditation Standards and Michigan Administrative Rules relating to Juvenile Center operations. Duties are carried out in accordance with the Courts' statutory purpose as well as all Court, County and Juvenile Center Policies and Procedures.