

GENERAL DESCRIPTION OF CLASS

The GROUP LIFE SUPERVISOR (GLS) directs and oversees the operation of a cottage or living unit housing youth offenders or at-risk youth or an institution-wide function and supervises subordinate staff. All positions in this class supervise and are excluded from collective bargaining.

DISTINGUISHING FEATURES

This is a single classification and not currently part of a series of classes.

DUTIES AND RESPONSIBILITIES

The duties listed below are not inclusive but characteristic of the type and level of work associated with this class. Individual positions may do all or some combination of the duties listed below and other related duties.

1. Staff Supervision

Schedules shift assignments to assure adequate staff coverage on a 24-hour, 7 day a week basis. Assigns and reviews work of staff to ensure that they follow cottage rules and procedures. Reviews reports, papers, and other records prepared by staff for clarity, completeness, accuracy, and conformance with agency policies. Adjusts work assignments as needed to get work done. Approves leave requests. Does performance appraisals.

Arranges for or provides on-the-job training to new staff and explains treatment programs and cottage or unit procedures and guidelines. Gives classroom training (e.g., proper use of the resident grading system, group counseling techniques, recognition of anger, role modeling, etc.) to staff.

2. Cottage Operations

Establishes cottage rules and regulations within guidelines of campus policy and assures that all cottage staff comply. Coordinates through staff the daily living activities of the cottage (e.g., housekeeping activities, daily hygiene activities, recreational activities, etc.). Inspects cottage for cleanliness, sanitation, and security.

Supervises the safety and security of youth during daily activities. Disciplines youth who act out. Restrains or assists staff in restraining hostile or violent resident. Oversees group movements to and from various campus areas. Responds to emergency calls. May be responsible for maintaining the entire safety and security of the campus.

Ensures that medication procedures are followed as prescribed by a doctor. Attempts to calm parents or guardians who may become upset during visiting hours.

3. Administrative Support Functions

Authorizes and controls trust fund accounts of youth. Assures proper preparation of staff time sheets for payroll. Orders and maintains inventories of supplies and equipment.

Directs the completion of statistical reports which show the numbers of resident population, off campus visits, assaults, drug abuse, paroled youth, etc. Recommends changes to campus-wide programs and activities to administrative superiors.

4. Treatment Program Participation

Participates in team meetings or case reviews with counselor or parole officer to evaluate the needs of the youth in the cottage or living unit. Reports on youth's progress. Assists with development or modification of individual treatment programs. Aides the counselor in large and small group treatment meetings by clarifying comments made by youth about activities, progress and problems. May lead small group sessions.

RELATIONSHIPS WITH OTHERS

The GLS has regular in-person or telephone contact with other staff to plan campus recreation activities, request maintenance repairs, or coordinate youth care and treatment. The GLS has daily in-person contact with youth offenders or at-risk youth to give them the care and guidance and to direct their activities. The GLS also has regular contact with parents or guardians to discuss the youth's progress. The GLS has occasional telephone contact with volunteer groups to ask them to come and speak to youth.

SUPERVISION RECEIVED

The GLS works under general supervision from a manager who assigns tasks verbally or in writing. Work review is through weekly in meetings to discuss program concerns and cottage activities and to ensure that the cottage or living unit is operating according to safety and security standards and procedures.

State and federal laws and regulations pertaining to the institutional care of youth offenders or at-risk youth and their rights guide the employee. Additionally, facility policies and procedures govern the safety and security of the youth and staff. The case log report and treatment plan give guidance for the rehabilitation of the youth. Administrative policies, personnel rules and guidelines, and collective bargaining rules guide the supervision of subordinate staff and in the daily operations of the cottage or living unit.

SUPERVISION EXERCISED

The GLS directly supervises roughly 14 employees who care for and guide youth offenders or at-risk youth and ensure their safety and security. GLS may also supervise receptionist staff.

The GLS reviews the work of employees by reading the daily log reports and through meetings to resolve problems and to ensure that staff follow cottage or living unit rules and procedures.

GENERAL INFORMATION

Some positions work varying shifts.

KNOWLEDGE AND SKILLS (KS)

Extensive knowledge of institution safety and security rules, policies, and procedures.
 General knowledge of State and Federal laws and regulations pertaining to the institutional care of youth offenders or at-risk youth.

Skill in providing care, guidance, and direction to youth offenders or at-risk youth.
 Skill in giving information or instruction orally in groups and on a one-to-one basis.
 Skill in observing youth' behavior, attitude, and actions and preparing daily log and written evaluation reports.
 Skill in maintaining discipline in a cottage or living unit of youth offenders or at-risk youth.
 Skill in recognizing signs of tension and disorder in cottage or living unit of youth offenders or at-risk youth and responding appropriately to emergency situations.
 Skill in leading group discussions.
 Skill in assigning and reviewing work to other staff.

NOTE: The KNOWLEDGE and SKILLS are required for initial consideration. Some duties performed by positions in this class may require different KS's. No attempt is made to describe every KS required for **all** positions in this class. Additional KS requirements will be explained on the recruiting announcement.

Adopted 1/90

Revised

STATE OF OREGON
 Dept. of Administrative Services
 Human Resource Services Division