

**JOB DESCRIPTION**  
**Head Supervisor**

**Position:** Head Supervisor  
**Agency:** Seneca County Youth Center  
**Hours:** Various  
**Immediate Supervisor:** Detention Coordinator

**Job Responsibility:**

Under general supervision is responsible for directing the daily work of detention center staff, maintaining adherence to the daily schedule, and ensuring policy and procedure compliance.

**Illustrative Duties:**

- Work as direct care staff when needed.
- Directs the work of the Juvenile Correction Officers
- Ensures that the population report is accurate on a daily basis.
- Conducts Performance Reviews
- Sets and reviews appointment schedule.
- Provides sanctions and positive recognition for employees work behavior.
- Facilitates conflict resolution between feuding staff.
- Report's emergencies and major incidents to Administration immediately
- Reviews/Approves Request for Leave
- Arranges for staff coverage when needed.
- Refers JCOs to remedial training when necessary.
- Suggests modifications in overall detention operation to administrative personnel.
- Makes final decisions for how particular situations that arise are to be handled.
- Ensures the code of conduct is applied consistently and accurately.
- Develops action plans for resident's incapable of following normal detention protocols-IRG.
- Investigates all Major incidents at the time of their occurrence and reports results to PC or designee.
- Meets monthly with staff to go over pertinent information and areas in need of improvement.
- Ensures that all pertinent information is shared between work shifts.
- Properly sets up and administers resident medications.
- Ensures that all paperwork is competed and signed for by JCOs.
- Report any building or equipment issues to administration.
- Ensures that daily schedule is being followed.
- Confers with Law Enforcement and Court Staff concerning intakes.
- Completes other related duties as directed.

**Receipt of Job Description**

My signature below indicates that I had an opportunity to read this job description for the position of Head Supervisor. I will be afforded the opportunity to ask and have answered any questions I have during the course of my employment with the Seneca County Youth Center.

_____ Employee Printed Name	_____ Employee Signature	____/____/____ Date
_____ Witness Signature	____/____/____ Date	