

ESSENTIAL FUNCTIONS OF THE POSITION CORRECTIONS SUPERVISOR – JUVENILE DIVISION

DOCTOR: This form identifies the essential functions of this position. Please review these essential functions and then indicate in each area if the employee is medically able to perform the identified physical, cognitive, sensory abilities. In the comments box, indicate any functions in which our employee has limitations or you would like to request greater detail of either cognitive processes and abilities or physical exertion. This information will be used to assess whether our employee can fully perform this job and/or if a reasonable accommodation is needed and can be provided. You must provide your objective medical rationale in the comments box for a skill or ability that you indicate the employee cannot fully perform. You may suggest an accommodation for King County to consider. **NOTE:** The following information is not intended to represent “any and all activities” of this job that could occur on a daily basis. The development of this analysis is based on information obtained from management and line workers and to the best of their knowledge is a true and correct representation of the work performed.

DEFINITION OF JOB AND DISTINGUISHING CHARACTERISTICS OF WORK: Responsible for the staff activity in the operation of the juvenile detention facility with a population of 180-200 youth, ages 10-20, who are primarily male. The length of stay ranges from 3 days to one month with the average of 11 days and maximum of 2 years. The recidivism rate is 60-80% with 10% of the population being “raised” by the staff, due to their high recidivism rate.

EMPLOYEE NAME:

Essential Functions	Physical/Cognitive/Sensory Abilities Required <i>Seldom = 1-10%; Occasionally = 11-33%; Frequently = 34-66%; Continually = 67-100%</i>	Able to Fully Perform	Comments - Restrictions must be stated in objective measurable terms. Use medical rationale to justify restriction but do not state the diagnosis.
1. Responsible for the daily operation and supervision of staff involved in King County’s juvenile detention facility. This includes assessing workload to determine priorities based upon staffing level and work volume; scheduling employees; identifying, documenting and resolving operational and personnel problems. Day and swing shift supervisors must be able to supervise staff involved in residential operations or those assigned to intake, central control, and administrative housing areas of the juvenile detention facility. They are also in charge of overall operation of facility after business hours or on holidays/weekends.	<ul style="list-style-type: none"> Must have general cognitive and mental processing skills required to incorporate new information, use computer tracking systems, plan, organize, prioritize and direct activities of staff involved in the operation of the juvenile detention facility. Must be able to interact with others for such activities as supervision, receiving and giving instructions, coaching and/or constructive action/discipline and general contact with detainees. 	Yes <input type="checkbox"/> No <input type="checkbox"/>	
2. Apply supervisory principles and practices for supervision of up to 20 employees on two floors and six control posts. With delegated authority, participate in the interviewing process and recommend selection of applicants, long term planning process, conduct training, coaching & mentoring, assign and schedule work, act upon leave requests, conduct performance appraisals, and recommend disciplinary action.	<ul style="list-style-type: none"> Able to have regular and predictable attendance and work a standard 9-hour work schedule with minimal breaks. Must be able to regularly walk, run and ascend and descend flights of stairs in a large detention facility while visually scanning and reacting appropriately to the activities of staff and detainees. This is required in both regular and emergency situations. 	Yes <input type="checkbox"/> No <input type="checkbox"/>	
3. Development of and/or working knowledge of the policies and procedures governing the daily			

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<p>operation of the juvenile detention facility. Ability to explain, train and guide others in the implementation of these policies and practices. Oversee placement of youth in units based on their age, offense, gang experience, behavior and mental health for a balance in each unit.. Authorize, initiate and coordinate release of offenders and acceptance into program; determine how to meet detainee management requirement by projecting population and classification trends</p> <p>4. Ensure that policies, procedures, programs, and schedules are implemented and maintained effectively and efficiently based on population and housing needs, transportation requirement and emotional/mental health issues of the detainees.</p>	<ul style="list-style-type: none"> Ability to work with numerous distractions in an office setting shared with others or in the facility with multiple activities to monitor simultaneously. Ability to maintain a professional, calm, and objective demeanor at all times, including those situations which are confrontational, violent and/or other stressful situations Mental and cognitive skills as addressed in #1 above. 	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>	
<p>5. Working knowledge of the department's behavior management system, appropriate crisis intervention techniques; critical incident de-briefing process Respond quickly to and intervene in any physical confrontation or attack utilizing appropriate physical force and restraint techniques to subdue and restrain detainees.</p>	<ul style="list-style-type: none"> Ability to perform under stress when confronted with emergency, critical or dangerous situations; handle multiple activities happening simultaneously; exercise good judgment under stressful circumstances in which working speed and sustained attention are critical to the job. In or outside the facility perimeter, the ability to physically intervene in any physical confrontation or attack utilizing appropriate physical force and restraint techniques to subdue and restrain detainees. This requires physical mobility to push, pull, move, hold, restrain individuals up to 200# for up to 5 minutes and then safely move them to a secure area. May involve running or moving fast on stairs or flat surfaces up to 200 yards. Vision, finger dexterity and hearing required to see emergency situation, give directions and utilize radio and security systems. 	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>	

POSITION: CORRECTIONS SUPERVISOR

EMPLOYEE NAME: _____

Employee is medically released to fully perform the essential functions of this position on a reasonably continuous basis: _____
(Start Date)

Employee is medically released to perform the essential functions of this position on a reasonably continuous basis but has restrictions as stated on the form:

Restrictions are temporary. Return to work with restrictions effective date: _____

Date temporary restrictions should be reviewed: _____

Restrictions are permanent.

Comments:

Employee is not medically released to perform the essential functions of this position on a reasonably continuous basis:

Due to permanent restrictions. Due to temporary restrictions.

Comments:

This employee is permanently unable to perform any work on a reasonably continuous basis as a result of his/her medical condition.

State date: _____

Additional information the employer should consider regarding this employee:

Physicians name: _____
(please print)

Phone number: _____

Physicians signature: _____

Date: _____

EMPLOYEE REVIEW OF JOB DESCRIPTION: Agree with job description. Disagree with job description. Specify which areas you disagree with:

Employee signature

PLEASE FAX ANY RETURN TO WORK RELEASE OR RESTRICTION INFORMATION TO:
DAJD Human Resources, King County Department of Adult and Juvenile Detention (DAJD) via:

- Fax #: 206-205-5666;
- E-Mail (completed scanned documents): LeaveMgmt.DAJD@kingcounty.gov
- Phone Contact: (206) 477-2400 (DAJD Human Resources)

Thank You!