

**HARRIS COUNTY**  
Human Resource & Risk Management  
Houston, TX 77002  
(713) 274-5444  
<http://www.harriscountytexas.gov/hrm>  
**invites applications for the position of:**

**Shift Supervisor**

An Equal Opportunity Employer

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**SALARY:** \$3,404.64 - \$4,255.80  
Monthly  
\$40,855.68 -  
\$51,069.60 Annually

**OPENING DATE:** 09/28/15

**CLOSING DATE:** 10/16/15 10:50 AM

**POSITION DESCRIPTION:**

Provides leadership and management of Kinder Emergency Shelter and TRIAD Intake Diversion ensuring adequate staff, safety, security, and quality care to youth. Supports youth and behavior modification strategies in interactions and problem-solving. Maintains appropriate case records, ensures adequate supplies, makes necessary reports and ensures compliance with Minimum Standards of Emergency Shelter and TRIAD Intake Department.

- Selects, supervises, and evaluates assigned Kinder Emergency Shelter and TRIAD Intake Diversion staff to ensure adequate staffing and quality child care to residents.
  - Establishes work rules and performance standards, conducts or oversees staff conferences, annual performance evaluations, initiates and implements disciplinary actions as warranted.
  - Provides for the training and motivation of subordinates in order to make full use of individual capabilities and to meet changing system demands.
- Admits, processes, completes, and approves all intake screenings, conducts and completes intake paperwork for new admissions and resident discharges.
  - Provides intervention and short-term counseling to youth and families.
  - Assigns intake cases to staff, provides oversight regarding case decisions.
  - Facilitates orderly transition of supervision during shift transfers by communicating important information to Intake and Shelter Managers.
  - Supports youth and implements group behavior modification strategies.
  - Assists youth with problem-solving, and makes appropriate referrals to the therapist as needed.
- Maintains contact with Intake and Shelter Managers concerning overnight needs of both programs.
  - Maintains regular communication with overnight direct service staff to ensure staff and client safety.
  - Communicates important information to TRIAD Intake and Shelter Managers as well as supervisors of the following shift in order to facilitate orderly transition of supervision.
  - Arranges overnight shift coverage for Shelter and TRIAD Intake if necessary.
  - Facilitates daily shift-change meetings and conducts trainings with shift members.
- Processes and maintains case records ensuring all necessary reports are in compliance with Minimum Standards of Kinder Emergency Shelter and TRIAD Intake Program.
  - Conducts weekly review of plans-of-service for assigned youth.
  - Ensures completion of case file at discharge.
- Audits resident's medication log and all other medications as directed by prescribing medical professional to ensure accuracy and prevent unauthorized use of medications.

- Audits shelter case files (paper record and within client database) to determine whether existing psychological testing is current and ensure proper medical care is provided.
- Communicates audit results to the Shelter Case Manager who in turn disseminates the information to DFPS caseworker.
- Reviews all incident reports for accuracy and completeness prior to submission for data entry.
- Responsible for submitting work requests to maintain and ensure working condition of all building equipment.
- Attends and participates in all mandated trainings, work groups, and staff development activities to enhance skills and develop professional knowledge.

## **REQUIREMENTS:**

- Bachelor's degree in a social science arena, e.g., psychology, sociology, social work, criminal justice or related field.
- Five (5) years verifiable paid full-time work experience working with youth in a youth-service agency in a residential, recreational, education, or social services setting.
- Training and experience using a personal computer with a variety of software including Microsoft Office
- A valid driver's license, reliable transportation and liability insurance.
- Knowledge of management and supervisory principles and practices, including program planning, direction, coordination, and evaluation.
- Knowledge of protective services, adolescent problems and stages of development, the effects of trauma and related behavior, family systems, and community resources.
- Knowledge of county, state, and federal laws, Texas Family Code, statutes, rules, ordinances, and regulations governing children.
- Knowledge of principles, practices, and techniques of case management and administration, case management documentation and records management.
- Ability to establish and maintain effective relationships with adolescents, family members, school and government officials, law enforcement, community partners, and the general public.
- Ability to communicate detailed and often sensitive information effectively, both orally and in writing.
- Ability to maintain the highest standards of ethical behavior, exercising honesty and integrity, respect, confidentiality, and fairness in the execution of their official responsibilities.
- Skill in assessing adolescent behavior and providing effective intervention to diffuse or assist youth with using self-discipline to avoid a disruptive incident.
- Skill in empathizing, valuing, and dealing successfully with the special capabilities, distinctive cultural histories, and unique needs of people of various socio-economic, ethnic, and cultural backgrounds.
- Skill in self-discipline, dependable, and ability to work independently, manage multiple projects, and prioritizing multiple tasks and demands.
- Skill in operating a personal computer, utilizing a variety of standard and specialized software including electronic case management.

## **Additional Requirements**

- Licensed as a Child Care Administrator or successfully complete the Child Care Administrator licensure within one year of hire and maintain thereafter.
- Complete Crisis Prevention Intervention, First Aid and CPR training **within 90 days of hire.**

## **PREFERENCES:**

- Master's degree in a social science arena, e.g., psychology, sociology, social work, or criminal justice area,

or related field.

- Licensed Chemical Dependency Counselor (LCDC), Licensed Social Worker (LBSW), or Licensed Master Social Worker (LMSW)
- Experience working with children in youth-service agencies such as Child Protective Services, Mental Health Mental Retardation Authority or Juvenile Probation.
- Bilingual in English and Spanish.
- Supervisory experience.

**GENERAL INFORMATION:**

**HOURS:** 11:00 p.m. - 7:00 a.m. Night Shift  
Rotates weekend coverage and works the day shift.

**SALARY:** Will Be Discussed During Departmental Interview  
Commensurate With Qualifications and Experience  
Plus Mileage Reimbursement  
Based on 26-Pay Periods

Apply Here: <http://agency.governmentjobs.com/harriscountytx/default.cfm?action=jobbulletin&JobID=1254116>