

Job Description

Job Title: Skills Facilitator Supervisor

Job Code: 905226

Job Family: Public Safety

Pay Grade: JC.17.16

FLSA: Exempt

EEO: Professional

Department/Agency: Countywide

Position Number(s): Multiple

Recommended Position Title(s):

The following Core Competencies apply to everyone and are essential to all County jobs:

- Accountability – Follows-up on and meets commitments, takes ownership for work, and possesses a strong ability to stay focused on individual, department, and County results.
- Communication – Clearly and effectively expresses ideas and thoughts (verbally and in writing); listens actively.
- Customer Focus & Public Relations – Builds positive internal and external customer relationships; is committed to customer satisfaction; assumes responsibility for solving customer problems and ensures commitments to customers are met.
- Initiative – Independently acts to resolve problems and provide solutions; seeks out new responsibilities; generates new ideas; practices self-development.
- Safety – Understands and supports safety standards as required by the job; keeps the workplace clean and safe.
- Teamwork – Encourages and facilitates cooperation, pride, and trust among the team; fosters commitment and team spirit; works cooperatively with others to achieve overall goals.

The following Leadership Competencies apply to supervisors, managers, and executives based on designated responsibilities:

- People Management – Clearly defines subordinate roles and responsibilities; motivates employees to perform and delegates work effectively; applies consistent performance standards and handles performance problems decisively and objectively; leads by example.
- Operations Management – **Directs and guides operations in alignment with the County's and department's overall goals and objectives; ensures the execution of efficient processes to maximize the County's and department's resources;** utilizes operational knowledge to make sound decisions.
- Strategic Leadership – Determines the strategic direction of the team or department in alignment with overall county goals; effectively communicates strategies internally and externally; creates a culture to support strategies and provides mechanisms to implement them; fosters buy-in and enthusiasm with employees.

Essential Duties:

- Serves as the department liaison and coordinator for programs initiatives and for implementation of evidence-based practices that meet the needs of the programs; coordinates and schedules programming to be delivered; coordinates and delivers programming to staff who work with the juvenile or adult population; monitors curriculum delivery for programs to ensure consistency in program integrity; provides ongoing coaching for facilitators and staff supervisors for successful use of these skills.
- Directly supervises the work of Skills Developer and/or Skills Facilitators; serves as a role model for staff in professionalism and appropriate communication with offenders; monitors the impact of the programs and evidence-based practices through the department's performance measures and through outcomes provided to state agencies; discusses problem areas with Leadership and with supervisory staff and coordinates a plan of action to improve performance.
- Participates in staff meetings and completes administrative assignments within designated timeframes; attends departmental senior staff meetings and provides input in departmental policy and procedures development; initiates/recommends changes in policy, recommends solutions to problem situations and provides proactive, preventative management; seeks and includes subordinate staff input into policy assists staff in their professional growth through mentoring and training; serves as after-hours contact for emergency situations and provides direction for crisis resolution.

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- Reviews current research and reviews results on new methods and national best practices in Corrections; makes recommendation regarding programs for the entire department; stays current on policies, trends, and compliance in assigned field; studies operations and proposes/implements policy changes to improve the effectiveness and efficiency of the operations; monitors the office physical plant and requests the submission of work orders.
- Collaborates with stakeholders to coordinate and or provide training; establishes and acts as a liaison with community resources; approves and/or administers grant and fee funds; serves on community-based committees; attends community events and seeks/completes speaking engagements.
- Collects data and creates reports in assigned programs; creates, updates, and monitors files; analyzes performance data and makes recommendations based on statistical outcomes.

Supervisory Responsibilities:

- Yes No This position is also responsible for the supervision and leadership of employees, which includes making employment-related decisions and/or recommendations, and formally evaluating performance.

Duties and responsibilities, as required by business necessity may be added, deleted or changed at any time at the discretion of management, formally or informally, either verbally or in writing. Scheduling and shift assignments and work location may be changed at any time, as required by business necessity.

Minimum Job Requirements:

Bachelor's degree in Criminal Justice, Corrections, Social Work, or related field; four (4) years corrections or related experience; successfully pass a criminal history check; and possess a valid **driver's license**.

Applicant must submit to and pass a pre-employment, post-offer drug screen prior to employment.

Johnson County Government requires reference/background screening for all positions. Specified criteria may vary by Department/Agency.

Preferred Job Requirements:

Two years of experience in group facilitation.

Education/Experience Substitutions:

- Yes No Experience may be substituted for degree.
- Yes No Education may be substituted for experience.

Physical, Environmental, and Special Working Conditions:

Weather essential Department and County job.