

Program Coordinator, Disproportionate Minority Contact
- Missouri Juvenile Justice Association
(View/Download Job Description)



County of Greene, Missouri

Employment Vacancy Announcement

January 11, 2010

Abuse & Neglect Supervisor Greene County Juvenile Division **Full-Time Status** **Starting salary: \$18.28 hourly**

The Greene County Juvenile Division is seeking qualified candidates for the position of Abuse & Neglect Supervisor to provide leadership, management and supervision of the abuse & neglect unit personnel under the direction of the Chief Juvenile Officer. This person will participate as an active member of the Juvenile Division Leadership Team.

Essential Duties, Responsibilities, and Requirements:

Provide dynamic and visionary leadership for the Abuse and Neglect Unit. Supervise the Deputy Juvenile Officers in the Abuse-Neglect Unit. Receive and enter referral data into JIS Case Management System and make case assignments. Coordinate referral and ongoing case interaction between Deputy Juvenile Officers and Children's Division personnel, private sector Contracted Case Management agencies, Attorneys and other professional organizations and personnel. Assist and instruct Deputy Juvenile Officers regarding investigations, case decisions and record management. Maintain general knowledge of on-going cases assigned to Deputy Juvenile Officers. Develop and maintain abuse & neglect statistical information and records. Conduct research, lead initiatives, and develop professional growth of subordinates. Maintain knowledge of investigation techniques and principles; personnel supervision principles; juvenile justice law, court rules and regulations. Participate in community collaboration efforts. Participate in and oversee on-going training and coordinate training. Conduct employee reviews. This position is not limited to those duties, responsibilities, and requirements cited above or in the job description. Duties and responsibilities may be changed, expanded, reduced, or deleted to meet the business needs of Greene County Family/Juvenile Court.

Minimum Experience and Qualifications:

Bachelor's degree in Social Work, Criminal Justice, Sociology, Psychology or related field required. Masters Degree preferred. Two years of Juvenile Justice System case management/investigation experience preferred. Two years of increasing responsibility in leadership/management/administrative experience will be considered, a plus. Candidates must be able to provide a demonstrated history of leadership and excellence in performance with quantifiable and visible results in prior workplace experiences. Demonstrated history of collaboration and leading an initiative. Proven excellent computer literacy. A valid Missouri Motor Vehicle Operator's license is required.

A complete description of the physical and mental abilities required to perform the essential functions of the position is available at the Greene County Human Resources Office.

How to Apply:

Interested persons must submit an application, resume, and letter of interest to the Greene County

Human Resources Office, 933 N. Robberson, Springfield, MO 65802, or fax application, resume and letter of interest to 417-868-4818.

Greene County is an equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities.

Application Deadline: Position open until filled.