



# Josephine County, Oregon

## Human Resources Office

Josephine County Courthouse  
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### POSITION DESCRIPTION

Job Title: Shelter Services Coordinator  
Department: Juvenile Justice  
FLSA Status: Exempt  
WC Code: 8810  
Effective Date: July 1, 2017  
Last Revised: July 1, 2017  
Pay Grade: NU 16  
Union: Non-Union (Supervisory)

### SUMMARY

The Shelter Services Coordinator is responsible for the oversight and implementation of all BRS related services provided through the shelter's Assessment and Evaluation Program. This role includes applying assessment tools, developing service plans and writing evaluations. Implementation and oversight of cognitive behavioral groups and behavioral rehabilitative groups with the shelter youth population is also a key role. This is a social service position, that includes provision of individual, group, and family counseling as needed; individual and group skills training, and providing guidance and supervision to Group Life Counselors and Lead Staff. Administrative responsibilities related to contracts, billing licensing and intergovernmental agreements are essential job functions.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

(Illustrative only. Any single position in the classification will not necessarily involve all of the listed duties below and other positions will involve duties not listed. These duties represent the essential functions needed of persons in this classification.)

1. Develop service plans and write evaluations for youth that meet BRS requirements.
2. Utilize assessment tools appropriate for shelter youth and delinquent populations.
3. Oversee the application service plan components including individual and group counseling, individual and group skill building and recreational skill building.
4. Delegate and monitor daily group and required individual counseling.
5. Provide Group Life Counselors and Lead staff with education and training regarding group process, co-facilitation and best practices in residential treatment.
6. Delegate to Lead staff weekly file reviews to determine service plan compliance and determine if modifications are required.
7. Oversee the tracking and documentation of youth participation in program groups.
8. Conduct or delegate individual, group and family counseling as required.

9. Consult with program supervisors, DHS caseworkers and probation officers regarding service plans and case progress.
10. Work under the direction of Deputy Director on special training needs for staff development and education.
11. Comply with all program policies, licensing, school district and BRS requirements.
12. Write and update appropriate policies and procedures related to the overall needs of the Shelter Assessment and Evaluation Program.
13. Serve as a member of the Department's Management Team.
14. Screen and approve youth for placement in the BRS Assessment and Evaluation Program.
15. Monitor on-going contracts with placing agencies and approve special contracts for shelter placements.
16. Cross-train for Detention Program Supervisor duties and responsibilities.
17. Other duties as assigned by the Deputy Director or Director.

#### SUPERVISORY RESPONSIBILITIES

This position is responsible for the direct supervision and evaluation of facility education and nutrition staff. Position may require after hours on-call responsibilities as part of the Management Team and interchanging responsibilities with the Detention Program Supervisor. The delegation of authority and coordination in relation to programming requirements and the general operations of the shelter facility is also required.

#### QUALIFICATIONS

Thorough knowledge of the residential care and rehabilitation of youth; ability to apply assessment tools and develop service plans. Competence in facilitating and conducting groups, family counseling and skills training are required. Excellent verbal and written communication skills a must.

#### EDUCATION AND EXPERIENCE

Bachelor's Degree in Social Work, Psychology, Sociology, or a closely related field, (Masters preferred) with a minimum of five years of work experience in a licensed BRS facility, AND at least three years of management or administrative BRS experience.

#### JOB IMPACT

Failure to provide required programs and documentation could lead to loss of revenue in shelter contracts and legal action related to appropriate use of federal Medicaid funds.

#### JOB CONTACTS

Contact with treatment providers, Department of Human Services Staff, Juvenile Probation Officers, Oregon Youth Authority, Options for Southern Oregon, youth in custody and shelter, Juvenile Justice employees, other county departments and numerous outside agencies and community partners.

#### LANGUAGE SKILLS

Ability to read, analyze and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Be able to write reports, business correspondence and procedure manuals, and to effectively present information and respond to questions from groups of managers, clients, customers and the general public.

#### MATHEMATICAL SKILLS

Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals. Be able to compute rate, ratio and percent and to draw and interpret bar graphs.

#### REASONING ABILITIES

Have ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form. Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form. Be able to work as a team member and willingness to support and backup fellow employees.

#### OTHER SKILLS AND ABILITIES

Case management and ability to develop service plans; individual, group and family counseling; individual and group skills training and ability to assist Group Life Coordinators in provision of recommended services. Ability to apply, interpret mental health assessment tools and recommend appropriate services.

#### CERTIFICATES, LICENSES, REGISTRATIONS

A valid Oregon driver license and acceptable driving record.

#### BACKGROUND INVESTIGATION

Those employed in this position are subject to a background investigation including criminal background investigation and substance abuse testing. Conviction of a crime may disqualify an individual for this position. Individuals in this position are required to receive and maintain approval for employment in the position from the Department of Human Services criminal records unit. Must pass and maintain Criminal Justice Information Systems (CJIS) security clearance.

#### WORK ENVIRONMENT

While performing the duties of this job, the employee is sometimes exposed to outside weather conditions. The employee is occasionally exposed to moving mechanical parts. The noise level in the work environment is usually moderate. Youth may be angry, hostile and potentially dangerous, and may use loud, threatening verbal language.

#### PHYSICAL REQUIREMENTS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**PHYSICAL REQUIREMENTS**

Check if required for essential job function	Activity	Never 0%	Occasionally 1-33%	Frequently 34-66%	Continuous 67-100%
<input checked="" type="checkbox"/>	Standing	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Sitting - 1/2 hour plus	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Moving about work area	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Bending forward	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Stoop position - 1 minute plus	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Climbing stairs - 1 floor	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Crawling - hands & knees	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Reaching overhead	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Lifting strength				
<input checked="" type="checkbox"/>	Lifting	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Patient Lifting	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Lifting Overhead	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Moving carts, etc.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Carry items	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Dexterity/Coordination	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Keyboard Operation	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Rapid-mental/hand/eye coord.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Operation of motor vehicle	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Speech, Vision &amp; Hearing</b>					
<input checked="" type="checkbox"/>	Distinguish colors	Yes: <input checked="" type="checkbox"/>	No: <input type="checkbox"/>		
<input checked="" type="checkbox"/>	Distinguish shades	Yes: <input checked="" type="checkbox"/>	No: <input type="checkbox"/>		
<input checked="" type="checkbox"/>	Depth perception	Describe:			
<input checked="" type="checkbox"/>	Ability to hear	Normal Speech Level:			
<input type="checkbox"/>	Other Spec. Hearing Req.	Describe:			
<b>Exposure - Environmental Factors</b>					
<input checked="" type="checkbox"/>	Heat	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Cold	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Humidity	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Wet Area/Slippery	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Noise	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Dust	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Smoke	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Vibration	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Chemical Solutions	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Uneven Area	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Ladder/Scaffold	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Ionization	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Radiation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Body Fluids	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>