

Institutional Supervisor

1. Plans, assigns, trains, reviews and evaluates the work of Senior Group Supervisors and Group Supervisors providing for the care, welfare, custody and rehabilitation of the youth. (6)
2. Reviews and approves incident reports prepared by Group Supervisors and Sr. Group Supervisors. (6)
3. Provides consultation and guidance to peers and staff to solve difficult detention problems (6)
4. Coordinates work with other professionals such as social workers, psychiatrists, therapists, district attorneys, public defenders, educators, medical specialists and others.(6)
5. Responds to requests for probation terms using the case management system during times when Probation Officers are not available. (6)
6. Contributes information concerning the attitude and behavior of detained minors, for use by the Probation Officer in reports to the Court. (6)
7. Assists in planning and implementing intra-departmental workflow, and policy and procedural changes (15,17)
8. Complete daily Medi-Cal Administrative Activities (MAA) time survey. (20)
9. Attends training related to the performance of MAA (20)

Participant Signature (Please sign in blue ink)

Date

Participant Name (Please print)