



Your Potential. Our Support.

CAREER OPPORTUNITY

SERVICE COORDINATION SUPERVISOR

Division of Youth Services, Northeast Region, Boone County

Annual Salary Range \$ 39,708.00 - \$ 41,184.00

Posted April 17, 2018

This is professional work in the supervision of a team of employees coordinating comprehensive treatment and related services for juvenile offenders. Oversee community treatment services involving assessment, classification, procurement, coordination, and evaluation of services for clients. Directs the coordination of client services through a team of Service Coordinators.

- Review client assessments and individualized treatment plans prepared by Service Coordinators to assure that appropriate services are identified for utilization and coordinate the identification and development of service providers for committed youth; develop and monitor service provider contracts or agreements.
- Monitor caseloads of Service Coordinators and makes necessary adjustments. Prepare and maintain records, reports, and other required documents; review paperwork of Service Coordinators to assure compliance with relevant laws, rules, or contracts.
- Act as liaison between Service Coordinators and juvenile courts, agency programs, and other service providers. Establish and maintain cooperative relationships with law enforcement agencies, courts, juvenile officers, service providers, and other community resources. Serve as administrative review hearings officer.
- Maintain contact with families, governmental agencies, local courts, schools, and service providers.
- Recruit, select, develop, train, and supervise a team of Service Coordinators and other assigned employees.
- Direct and manage the operation of a day treatment program. Plan, implement, supervise, and evaluate the details of a group treatment program and the provision of individualized services for juvenile offenders; provide training to staff. Supervises the planning of menus and food services.
- Prepare reports and documentation relating to youth and staff; maintains records for the facility. Maintain the physical facility and equipment.
- Develop and promote community relations with schools, churches, public and/or private social services agencies, and other groups. Meet with local officials, public and private agency heads, community groups, and the general public to explain the facility's functions, programs, and role in the community and solicit community support. Develop volunteer, recreational, and related services.

Qualifications:

One or more years of experience as a Service Coordinator with the Missouri Division of Youth Services.

OR

A Bachelor's degree from an accredited college or university with a minimum of 15 earned credit hours in one or a combination of the following: Criminal Justice, Psychology, Sociology, Social Work, Counseling, Education, or a closely related field; **and**, Four or more years of professional experience in the treatment of juveniles (12-17 years of age) which involved group or individual counseling techniques.

(Earned graduate credit hours from an accredited college or university in the specified areas may substitute on a year-for-year basis for a maximum of two years of the required experience at the rate of 24 earned graduate credit hours for one year of experience.)

(Additional qualifying experience may substitute on a year-for-year basis for deficiencies in the required education.)

Accepting applications from all qualified applicants. If interested in applying for this position, send a cover letter, resume, photocopy of official transcripts (if applicable), completed DSS Application for Employment DYS Application Addendum to Division of Youth Services, 1240 E. Brown School Rd. Columbia, MO 65202, Attn: April Andrews on or before May 1, 2018.

DSS IS AN EQUAL OPPORTUNITY EMPLOYER