

EDITED TASK LISTING

CLASSIFICATION: Treatment Team Supervisor

NOTE: Each position within this classification may perform some or all of these tasks.

Task Statements	
1.	Plan a wide variety of interdisciplinary programs (e.g., group living, individual casework, primary intervention groups, large group counseling, education, recreation, etc.) in the institutions and camps in order to modify undesirable attitudes and behavior patterns of youthful offenders utilizing various reference materials (e.g., Institutions and Camps Manual [I&C], Institutional Manual, Integrated Behavioral Treatment Model [IBTM], Program Service Day [PSD], etc.) on a daily basis.
2.	Monitor the effectiveness of a wide variety of interdisciplinary programs (e.g., group living, individual casework, primary intervention groups, large group counseling, education, recreation, etc.) in the institutions and camps in order to modify undesirable attitudes and behavior patterns of youthful offenders utilizing various reference materials (e.g., I&C, Institutional Manual, IBTM, PSD, etc.) on a daily basis.
3.	Plan the work of staff on an interdisciplinary treatment team in order to provide for the treatment, rehabilitation and education of youthful offenders in an assigned treatment program utilizing various reference materials (e.g., I&C, Institutional Manual, Welfare & Institutions Code, Remedial Plans, Disciplinary Decision Making Systems [DDMS], IBTM, PSD, etc.) on a daily basis.
4.	Direct the work of staff on an interdisciplinary treatment team in order to provide for the treatment, rehabilitation and education of youthful offenders in an assigned treatment program utilizing various reference materials (e.g., I&C, Institutional Manual, Welfare & Institutions Code, Remedial Plans, DDMS, IBTM, PSD, etc.) on a daily basis.
5.	Evaluate the work of staff on an interdisciplinary treatment team in order to provide for the treatment, rehabilitation and education of youthful offenders in an assigned treatment program utilizing various reference materials (e.g., I&C, Institutional Manual, Welfare & Institutions Code, Remedial Plans, IBTM, PSD, etc.) on a daily basis.
6.	Prepare custody staff performance evaluations to evaluate and assess individual staff job performance utilizing various tools and reference materials (e.g., personnel and supervisory files, Supervisor's Training Manual, bargaining unit agreement, etc.) as required.
7.	Review custody staff performance evaluations to evaluate and assess individual staff job performance utilizing various tools and reference materials (e.g., personnel and supervisory files, Supervisor's Training Manual, bargaining unit agreement, etc.) as required.
8.	Conduct work improvement discussions to identify corrective actions with assigned staff in order to correct substandard behavior/performance utilizing the principles of progressive discipline as required.
9.	Initiate adverse action with assigned staff in order to correct substandard behavior/performance utilizing the principles of progressive discipline as required.

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10.	Coordinate staff work schedules in order to meet program needs to ensure the continuity of treatment programs for youthful offenders utilizing daily and monthly work schedules, bargaining unit agreements, etc., as required.
11.	Monitor staff work schedules in order to meet program needs to ensure the continuity of treatment programs for youthful offenders utilizing daily and monthly work schedules, bargaining unit agreements, etc., as required.
12.	Work with staff to implement changes (e.g., new policies, procedures and mandates, IBTM principles, etc.) within the treatment units to ensure compliance with departmental policies and directives utilizing departmental procedures and court mandates as required.
13.	Provide recommendations on procedural changes which have institution wide application or that depart from previously approved procedures in order to ensure compliance with agency and departmental mandates, bargaining unit changes, IBTM principles, etc., utilizing information obtained from a wide range of internal/external sources (e.g., audits, court decisions, Office of Inspector General, etc.) as required.
14.	Develop professional relationships within the interdisciplinary treatment teams in order to ensure team dynamics and cohesiveness utilizing training, daily supervision, monitoring of staff performance, relationships with peers and youthful offenders, as required.
15.	Maintain professional relationships within the interdisciplinary treatment teams in order to ensure team dynamics and cohesiveness utilizing training, daily supervision, monitoring of staff performance, relationships with peers and youthful offenders, as required.
16.	Establish cooperative working relationships with institutional staff outside assigned treatment teams (e.g., security, education, medical, mental health, IBTM team, support staff, etc.) in order to ensure effective daily institutional and program operations and functions utilizing meetings, effective communication, training, etc., as required
17.	Maintain cooperative working relationships with institutional staff outside assigned treatment teams (e.g., security, education, medical, mental health, IBTM team, support staff etc.) in order to ensure effective daily institutional and program operations and functions utilizing meetings, effective communication, training, etc., as required.
18.	Participate in the recruitment and hiring of subordinates representing different professional disciplines (e.g., Parole Agent, Case Work Specialist, Senior Youth Correctional Counselor, Youth Correctional Counselor, etc.) in order to fill institutional/team vacancies and maintain continuity of treatment and rehabilitation of youthful offenders utilizing departmental personnel hiring and recruitment guidelines, etc., as required.
19.	Participate in the training, development and supervision of subordinates representing different professional disciplines (e.g., Parole Agent, Case Work Specialist, Senior Youth Correctional Counselor, Youth Correctional Counselor, etc.) in order to maintain job performance, professional based competencies and promote career development utilizing principles of staff supervision and mandated departmental training, as required.

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20.	Ensure timely and accurate preparation of required staff/institutional reports (e.g., performance, operational, casework, health and safety, personnel, letters, memo, internal/external audits, Crisis Intervention Plans [CIP], Program Change Protocol [PCP], etc.) and maintain records in order to effectively manage, fulfill and demonstrate compliance with departmental and institutional mandates utilizing established reporting tools, methods and formats, documentation, etc., as needed.
21.	Interpret policies of California Department of Corrections and Rehabilitation (CDCR) programs/committees (e.g., training, health and safety, Suicide Prevention Assessment and Response [SPAR], PSD, IBTM, Institutional Force Review Committee [IFRC], etc.) in order to maintain compliance and enhance staff awareness utilizing weekly/monthly meetings/minutes, information sharing, written/verbal communications, monthly on-the-job training (OJT), departmental training, etc., as required.
22.	Implement policies of CDCR programs/committees (e.g., training, health and safety, SPAR, PSD, etc.) in order to maintain compliance and enhance staff awareness utilizing monthly meetings/minutes, information sharing, written/verbal communications, monthly OJT, departmental training, etc., as required.
23.	Conduct inspections of buildings and grounds in living units/institution to ensure safety, security, cleanliness, adequate appearance and proper maintenance utilizing monthly inspections, training, work orders, etc., as required.
24.	Serve as Executive Officer, on a 24-hour basis, in order to ensure the safe and secure operations of living units including disturbance control and account for the daily functions of the interdisciplinary treatment teams utilizing departmental and institutional mandates and policies as required.
25.	Manage the youthful offender population including behavioral issues, mental health and/or Wards with Disabilities Program (WDP), temporary housing, gang issues, Temporary Intervention Program (TIP), and Behavioral Treatment Program (BTP) referrals, etc., in order to ensure safe and secure operations of the institution utilizing CA-Youth Assessment Screening Instrument (CA-YASI), daily assessments, operations reports, gang information coordinators, DDMS, staff meetings, etc. as required.
26.	Monitor the youthful offender population including behavioral issues, mental health and/or WDP, temporary housing, gang issues, TIP, and BTP referrals etc., in order to ensure safe and secure operations of the institution, utilizing CA-YASI, daily assessments, operations reports, gang information coordinators, DDMS, staff meetings, etc., as required.
27.	Review cases for the Juvenile Parole Board and/or Juvenile Justice Administrative Committee for annual reviews, excursion requests, and referrals to discharge utilizing board/case reports, Parole Board Determination (PBD) reestablishment, youthful offender files, etc., as required.

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28.	Oversee cases presented to the Juvenile Parole Board and/or Juvenile Justice Administrative Committee for annual reviews, excursion requests, and referrals to discharge utilizing board/case reports, PBD reestablishment, youthful offender files, etc., as required.
29.	Ensure the living unit interdisciplinary treatment team conducts a case conference with all youthful offenders at mandated intervals in order to monitor and assess youthful offender progress toward treatment goals utilizing case conference documents, case plan, CA-YASI, observable behavior and by adhering to established departmental policies and mandates, as required.
30.	Monitor DDMS for youthful offenders in an impartial manner, which may include investigations, finding of facts, dispositions and appeals in order to ensure due process and accountability regarding disciplinary matters for youthful offenders utilizing departmental policies and mandates, as directed.
31.	Report on DDMS for youthful offenders in an impartial manner, which may include investigations, finding of facts, dispositions and appeals in order to ensure due process and accountability regarding disciplinary matters for youthful offenders utilizing departmental policies and mandates, as directed.
32.	Complete preliminary inquiries regarding complaints from youthful offenders, parents, staff, outside agencies, etc., of alleged staff misconduct utilizing interviews, youthful offender letters, grievances, institutional reports, etc., as directed.
33.	Work in cooperation with the site grievance coordinator regarding youthful offender grievance and appeal procedures for the institution in order to ensure compliance and due process with all policies and procedures regarding grievance matters for youthful offenders utilizing departmental policies and mandates, as required.
34.	Review reports on youthful offender grievance and appeal procedures in order to ensure compliance and due process with all policies and procedures regarding grievance matters for youthful offenders utilizing departmental policies and mandates, as directed.
35.	Train staff on youthful offender grievance and appeal procedures in order to ensure compliance and due process with all policies and procedures regarding grievance matters for youthful offenders utilizing departmental policies and mandates, as directed.
36.	Monitor the business services functions for a youth conservation camp (e.g., budgeting, procurement, facility/equipment maintenance and repair, contracts, etc.) in order to effectively manage and maintain operational needs utilizing various reference manuals (e.g., I&C Manual, Camp Manual, Welfare & Institutions Code, etc.), as required.
37.	Maintain the daily operations (e.g., feeding, laundry, canteen, ward benefit funds, medical services, visiting, etc.) of the camp program in order to ensure compliance with departmental mandates and policies utilizing reference manuals (e.g., I&C Manual, Camp Manual, Welfare & Institutions Code, Remedial Plans, etc.), as required.

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38.	Monitor the daily operations (e.g., feeding, laundry, canteen, ward benefit funds, medical services, visiting, etc.) of the camp program in order to ensure compliance with departmental mandates and policies utilizing reference manuals (e.g., I&C Manual, Camp Manual, Welfare & Institutions Code, Remedial Plans, etc.), as required.
39.	Work in cooperation with local law enforcement and Cal Fire to provide, maintain and monitor the youthful offender work and fire crews in order to ensure public safety and fire suppression utilizing staff/youthful offender fire training, fire equipment, tools, methods, etc., as required.
40.	Assess staff/treatment team training needs to effectively implement IBTM interventions and/or Sexual Behavior Treatment Program (SBTP) (e.g. Intro to Treatment, Aggression Interruption Training [AIT], CounterPoint, Substance Abuse, Skill of the Week, Girls Moving On (GMO), BTP curriculum, Advance Practice, SBTP stage work, Positive Reinforcements, etc.) utilizing departmental policies, mandates and training records, as required.
41.	Organize the casework schedule, PSD and observation calendars in order to implement IBTM interventions and/or SBTP based on youth risk needs utilizing CA-YASI, staff facilitators, casework monthly reports, etc., on a monthly basis or as needed.
42.	Monitor the casework schedule, PSD and observation calendars in order to implement IBTM interventions and/or SBTP based on youth risk needs utilizing CA-YASI, staff facilitators, casework monthly reports, etc., on a daily basis.
43.	Evaluate staff proficiency in delivering the IBTM and/or SBTP interventions in order to ensure program fidelity utilizing Quality Assurance protocols on a daily basis.
44.	Ensure staff are consistently delivering cognitive-behavioral interventions as designed and use the strength-based Positive Reinforcement System and Youth Incentive Program to reinforce desired behavior in accordance with IBTM interventions utilizing the star chart, positive checks, etc., on an ongoing basis.