

JUVENILE JUSTICE CENTER DIRECTOR

GENERAL STATEMENT OF DUTIES: Under the general supervision of the Juvenile Section Administrator, is responsible for the direct administration and management of the facility. Plans, organizes and leads a management team to ensure the program is safe, secure, and developmentally appropriate. Responsible for the development of policies and procedures to meet the security, medical, mental health treatment, recreational and educational needs of the residents. Responsible for personnel management, budget preparation, financial controls, facility operations, and development of evidenced-based program services. All duties are carried out in accordance with the Court statutory purpose as well as Court, County, and Center policies and procedures, and State of Michigan Licensing rules and regulations. Appointed by and works at the pleasure of the Chief Judge.

STATEMENT OF TASKS:

- Provides direct supervision for subordinate professional and support staff in accordance with established Court policies, County policies and procedures and with all applicable statutes and regulations governing the employment relationship.**
- Interviews, hires, discharges, and provides training, schedules and work assignments for all staff, volunteers and interns. Develops, revises and administers employee-related policies and procedures. Reviews and evaluates the performance of staff. Administers disciplinary actions for subordinate staff.**
- Identifies appropriate training and development opportunities to facilitate professional growth that are consistent with center services.**
- Develops, implements, reviews, modifies and ensures compliance with policies and procedures governing the safety, security, and standards of care for all center program participants.**
- Coordinates the delivery of treatment and intervention services, academic, health/medical and recreational programs for center program participants.**
- Establishes standards of conduct for center program participants, develops and implements policies and procedures with respect to behavioral management and physical intervention by staff.**
- Collaborates with Court staff, community mental health and substance abuse professionals to develop and implement effective, evidenced-based programs and services, and develops evaluation methods to meet the Court objectives for youth and families.**
- Develops and implements a program evaluation process to ensure documentation of the achievement of outcome measures for all treatment and program services provided by the Center.**
- Assures proper maintenance and cleanliness of the facility in compliance with all appropriate regulations and standards.**
- Plans, implements, and monitors operating budget for the Center. Coordinates, monitors and evaluates contractual relationships with providers for services.**
- Maintains responsibility for purchasing and payment of bills for the Center.**
- Researches and prepares all reports, statistics, and documentation required by the Court, County, State, and Federal agencies.**

Provides in-person or on-call support on a 24-hour basis, as required by crisis and emergency situations.

Represents the Court as a liaison with other parties and agencies in regards to the Center.

Completes special projects, reports and assignments or performs other duties as directed by the Juvenile Section Administrator or Court.

The statement of tasks above is intended to be sufficient to identify the class and be illustrative of the many duties that may be assigned. It should not be interpreted to describe all of the duties and employee assigned to this class may be required to perform.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of the Juvenile Code, Michigan Rules of Court, and other statutes, ordinances, and case law pertaining to juveniles;

Comprehensive working knowledge of institutional management practices with particular emphasis in an environment with a 24-hour operation involving child/juvenile development;

Considerable skills in interpreting federal and state statute and licensing regulations governing care and treatment of youth in day treatment, residential and detention facilities;

Considerable knowledge of evidenced-based treatment programs;

Considerable knowledge of effective managerial and supervisory techniques and practices;

Working knowledge of management-labor relations and negotiations;

Working knowledge of individual, group, and family therapy principles and practices with children and adolescents.

Considerable skill in budget preparation methods.

Knowledge of juvenile justice system, day treatment, residential and detention programs.

Strong ability to exercise mature judgment and initiative in analyzing problems and recommending solutions.

Strong oral and written skills, strong interpersonal and public relation skills.

Working knowledge of computer applications and associated software.

Working knowledge in the analysis of reports and statistics.

MINIMUM QUALIFICATIONS

Bachelor's degree in criminal justice, counseling, psychology, social work, public administration or related field **-AND-** A minimum of five (5) years of paid full-time progressively responsible experience, including two (2) years in a supervisory/administrative capacity in the administration and provision of services to youth and families in a juvenile secure detention, residential treatment facility or closely related setting.

Master's degree preferred.


Human Resources Director

Established: May, 2020