



<b>WORKING TITLE:</b> JUVENILE CORRECTIONS MANAGER	<b>CLASSIFICATION:</b> COMMUNITY JUSTICE MANAGER
<b>DEPARTMENT:</b> COMMUNITY JUSTICE	<b>DIVISION:</b> JUVENILE CORRECTIONS
<b>PAY RANGE:</b> NBYCM 27	<b>FLSA CATEGORY:</b> EXEMPT
<b>PHYSICAL REQUIRMENTS:</b> ATTACHED	<b>WORKERS COMP CODE:</b> 7720
<b>PPE:</b> PER WORK LOCATION	<b>REVISION DATE:</b> JULY 2014

**JOB DESCRIPTION**

**GENERAL STATEMENT OF DUTIES:**

Provides professional leadership in the field of juvenile corrections; coordinates, evaluates, and supervises organizational planning and implementation of a 24-hour, 7-day week detention facility and community service programs; responds to grievances; demonstrates leadership through training, counseling, rehabilitation, and guidance of youth with behavior problems; responsible for program evaluation and teaching professional techniques and skills; coordinates with a wide spectrum of community agencies and professionals; responsible for performance evaluations of subordinates which requires a high level of confidentiality.

**SUPERVISION RECEIVED:**

Works under the supervision of the Director of the Department of Community Justice. Considerable independent judgment is exercised with respect to methods, policy, procedures and development of programs.

**SUPERVISION EXERCISED:**

Provides supervision and evaluation of all juvenile corrections staff, volunteers, practicum students and cooperative work study students; participates in the recruitment and selection process for all juvenile corrections employment.

**DUTIES AND RESPONSIBILITIES INCLUDE ESSENTIAL FUNCTIONS OF POSITIONS ASSIGNED TO THIS CLASSIFICATION. DEPENDING ON ASSIGNMENT, THE EMPLOYEE MAY PERFORM A COMBINATION OF SOME OR ALL OF THE FOLLOWING DUTIES:**

- Provides 24-hour, 7-day week supervision of all juvenile correction division programs.
- Supervises and monitors the progress of all division programs and staff.
- Responsible for the strategic planning and oversight of the juvenile corrections division annual budget.
- Communicates well in oral and written form, inclusive of presentations to the public, county officials and other agencies.
- Develops policies, monitors implementation and evaluates outcomes.
- Assures all annual performance evaluation and merit increases are completed.
- Recruits, hires, and trains new staff.

- Monitors and evaluates educational and evidence-based programs and community service projects.
- Reviews incident reports and investigates grievances.
- Provides in-service training programs for other professional persons or facility staff.
- Schedules and facilitates monthly division staff meetings and trainings.
- Responsible for program evaluations, grant writing and research activities.
- Attends budgetary and county administration meetings.
- Promotes public interest and advocacy for division programs within the community.
- Maintains staff work schedule, monitors and approves time-off and sick leave requests.
- Evaluates record keeping, intake procedure/assessments, programs and youth behavior reports.
- Monitors room assignments, program level, restrictions, and the behavior of high risk, detained youth.
- Provides training and support for staff in evidence based practices for youth with intensive mental health needs.
- Confers with parents regarding complaints; answers inquiries from the public involving policy decisions.
- Provides/coordinates liaisons to collateral agencies.
- Participates in the Juvenile Delinquency Excellence Committee.

### **JOB SPECIFICATION**

#### **KNOWLEDGE OF:**

- Modern policies, procedures, and techniques for the custody, care, and transportation of juvenile offenders and at-risk youth.
- Psychology and sociology as they relate to behavior and adjustment problems of juveniles and of therapy principles and methods to treat their problems.
- Applicable laws, particularly those that pertain to juvenile detention facilities.
- Principles, practices and procedures of behavior and adjustment problems of youth offenders.
- Juvenile Justice theory and methods.
- Fiscal and program management.
- Treatment interventions and evidence-based practices.
- Community development models, policies and strategies
- Principles related to appropriate and relevant Oregon Benchmarks for program areas.

#### **SKILL IN:**

- Developing and maintaining professional relationships, coaching and team-building.
- Communicating orally and in writing, inclusive of presentations to the public.
- Designing policies, overseeing implementation of initiatives and strategies, and evaluating outcomes.
- Organizing objectives, delegating responsibility, training, evaluating subordinate effectiveness and administering necessary development and discipline.

- Anticipating, planning, organizing and managing change.
- Communications, observation, and interviewing techniques.

**ABILITY TO:**

- Interact effectively and with maturity in stressful or emotional situations.
- Develop and maintain effective working relationships with juveniles, parents, other agency personnel, judges, and co-workers.
- Supervise and implement a comprehensive corrections program.
- Maintain accurate and complete records.
- Work effectively with fellow employees, court and law enforcement personnel.
- Review budgets that effectively address program priorities while demonstrating conservation and stewardship of public resources.
- Work independently and delegate responsibility.
- Evaluate staff performance and plan development.
- Establish and maintain effective working relationships with diverse groups including staff, colleagues, county officials, volunteer organizations, intergovernmental agencies, and the public.
- Plan, develop and implement policies and procedures, and to anticipate and effectuate changes as needed.
- Operate in the Microsoft Windows environment inclusive of using Excel, database management and record keeping programs.
- Maintain order and supervise the conduct of detained youth.
- Attend work as scheduled and/or required.

**MINIMUM EXPERIENCE AND TRAINING:**

Bachelor's degree in corrections, criminal justice, counseling, social work, or related field. Five years of experience in juvenile corrections or secure treatment setting. Any satisfactory equivalent combination of education, training and/or experience relevant to the position. Must successfully pass a thorough background investigation.

**OTHER REQUIREMENTS:**

Ability to secure and maintain a driver's license valid in the state of Oregon, or an acceptable alternative means of transportation. May be required to drive a County vehicle. Employees authorized to operate a private vehicle on County business are required to carry a valid driver's license and liability insurance minimums as outlined in ORS 806.070.

Successfully complete a background check.

**WORK ENVIRONMENT/PHYSICAL DEMANDS SUMMARY:**

The employee typically works in a correctional environment, responsible to maintain order and supervise the conduct of detained youth. Have the ability to exercise mature judgment and react professionally and effectively in emergency and stressful situations. Must be able to comprehend and interpret laws, rules, regulations, and directives. Must be able to use a computer, telephone and other office equipment as needed to perform duties. The employee will encounter frequent interruptions throughout the workday.

The employee is regularly required to walk, sit or stand 100% of the time, talk, or hear 100% of

the time, use repetitive hand motion, handle or feel, and to reach and bend 100% of the time. May be required to lift up to 50 pounds regularly and 100 pounds occasionally.

Contact with the public in office and work site environments may risk exposure to irrational/hostile behavior, contagious diseases, or contact with wildlife.

*The physical demands 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.*

*This job description in no way states or implies that these are the only duties to be performed by an employee occupying this position. Employees may be required to perform other related duties as assigned, to ensure workload coverage. Employees are required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor. This job description does NOT constitute an employment agreement between the employer and employee and is subject to change by the employer as the organizational needs and requirements of the job change.*

*The job specification requirements stated are representative of minimum levels of knowledge, skills, and abilities to perform this job successfully. Any satisfactory equivalent combination of experience and training which ensures the ability to perform the work may substitute for the above so that the employee will possess the abilities or aptitudes to perform each duty proficiently.*