

SENECA COUNTY JUVENILE AND PROBATE COURT

An Equal Opportunity Employer

Position Description

CLASSIFICATION TITLE: DIRECTOR OF YOUTH CENTER

FLSA STATUS	Exempt	WORK SCHEDULE	40 hours per week
CIVIL SERVICE STATUS	Unclassified	REPORTS TO	Court Administrator
INTRODUCTORY PERIOD	180 days		

Job Responsibility:

Supervises and manages the Seneca County Youth Center and its staff.

Under the direct supervision of the Court Administrator, the Youth Center Director will follow all directives in a professional and timely manner.

NOTE: The following job description is not to be construed as exclusive or all-inclusive. Other duties and/or responsibilities may be required and assigned by the Judge and/or the Court Administrator. Employees of the Court are at-will employees and serve at the will of the Judge. The Judge of the Court of Common Pleas, Juvenile and Probate Divisions shall have full charge of the employment, assignment and supervision of all personnel.

Court staff cannot and will not give legal advice under any circumstances.

To perform this job successfully, an individual must be able to satisfactorily perform each essential duty listed below, with or without reasonable accommodation.

Essential Job Functions:

- Manage a safe, healthy, and secure facility.
- Provide supervision, guidance, and expertise to Youth Center staff.
- Is on call 24 hours per day; 7 days a week.
- Ensure the safe and secure custody of all youth in the Youth Center.
- Ensure the safety of all staff and visitors.
- Prepare necessary reports.
- Develop and oversee daily activity schedules for residents and all Youth Center programming.
- Train Youth Center staff in the proper presentation of program materials.
- Participate in interview and selection process of new employees.
- Responsible for maintaining necessary staffing levels and scheduling.

- Ensure all grant requests are timely written and submitted.
- Ensure the supervision of youth in all activities.
- Coordinate audio/visual programming and ensure the inventory control of audio/visual programming materials.
- Ensure supplies are available to staff for all programming activities.
- Ensure the facilitation of CBT, Life Skills, and other service programming available for residents.
- Complete individual sessions with detained youth to determine mental health needs and adjustment to incarceration, and develop appropriate programming for youth to meet those needs.
- Assist in the development and incorporation of Individual Treatment Plans for youth.
- Ensure detained youth have proper access to communication with attorneys, court staff and guardians.
- Prepare any required reports on grant funded programs utilized in the Youth Center.
- Maintain Youth Center program records and ensure that accurate data related to the Youth Center programming is made available, accessible, and used as the basis for planning, management, and evaluation.
- Develop, maintain, and update policy and procedures to guide operations of the Youth Center that are in accordance with the Ohio Department of Youth Services policies and procedures, the laws of the State of Ohio, and any applicable federal law.
- Ensure that Youth Center policies, services, and programs are in place to satisfy governmental audits and to meet the juveniles' needs.
- Develop and maintain the resident behavior management system.
- Coordinate with social service agencies to ensure that required or court ordered services are provided to juveniles and the parents of juveniles when applicable.
- Provide staff orientation, in-service training, and a regular and continuous professional development program.
- Assess and inform the Court about budgetary and resource needs of the facility.
- Monitor employees' performance and manage disciplinary matters as warranted.
- Assist the Court and Probation Staff as needed and on special projects.
- Interact with the public both on the phone and in person.
- Conduct tours and presentations.
- Responsible for crisis de-escalation.
- Maintain and cultivate positive relationships with community partners, including but not limited to, law enforcement agencies, school districts and service providers.
- Delegate duties to Youth Center staff when necessary.
- Perform other tasks as directed by the Judge and/or Court Administrator.

Position Qualifications:

An appropriate combination of education, training, coursework, experience, and personal characteristics ensuring the demonstration of the necessary knowledge and skills demanded in this position is required.

Position Requirements:

Must pass pre-employment and ongoing criminal background checks and random drug screens. Must demonstrate predictable and regular attendance. Must be capable of self-defense. Requires the ability to maintain confidentiality and act ethically. Must be detail oriented. Must exhibit leadership initiative and the ability to direct and supervise others. Must be adaptable to performing under moderate to high levels of stress when confronted with an emergency. Must have knowledge in the areas of chemical dependency, mental health assessment, planning, evaluating, counseling, and referring for treatment. Must complete all required training. Must have a valid Ohio driver's license and maintain liability insurance coverage as required by law. Must assume a flexible work schedule and be available outside of normal business hours. Work consists of complex, varied, non-standardized tasks, requiring the application of numerous laws, rules, regulations, and procedures.

Equipment:

Must be able to safely drive and maneuver Seneca County vehicles. Must be able to use general office equipment including, but not limited to, computer, scanner, copier/fax machine, multi-line phone, cellular phone, voicemail, and drug/alcohol screening device. Must be proficient using Microsoft Office products.

Critical Skills/Experience:

- Willingness to assist others and contribute to the mission of the Seneca County Youth Center and the Court.
- Ability to be firm and assertive.
- Ability to communicate effectively, both orally and in writing.
- Ability to deal with irate and upset persons.
- Ability to manage others effectively.
- Ability to function in a stressful, fast paced environment.
- Ability to work with little supervision.
- Ability to make critical decisions.
- Ability to delegate responsibilities and tasks to subordinates to enhance efficiency and to provide an opportunity for staff development.
- Demonstrates capacity to handle multiple tasks and projects and to meet deadlines.
- Ability to develop strong relationships with diverse groups of citizens who may have conflicting interests and opinions.
- Ability to accurately and concisely prepare required and requested reports, performance appraisals, referrals, juvenile records, etc.
- Ability to read and comprehend a variety of informational documents, Court reports, lab reports, treatment plans, diagnostic reports, invoices, court orders, reports, and records, etc.
- Ability to record and deliver information, to explain procedures, and to follow instructions.
- Ability to use and interpret legal and accounting terminology and language.
- Knowledge of mental health referral and assessment procedures.
- Ability to serve as a leader/example for others.
- Knowledge of the laws that govern the operation of the state's juvenile justice system.

- Knowledge of the laws and regulations related to the operation of a juvenile detention center.
- Knowledge of the Juvenile and Probate Court Employee Handbook.
- Knowledge of the Juvenile Court policies and procedures/local Court rules.
- Knowledge of the Juvenile Court Probation manual and the policies and procedures contained therein.
- Knowledge of the Rules of Superintendence of the Supreme Court of Ohio.
- Knowledge of the Policies and Procedures of the Ohio Department of Youth Services.
- Knowledge of the Ohio Revised Code and the Ohio Administrative Code.
- Ability to maintain good public relations and working relationships on all levels as a representative of the Youth Center and the Court.
- Exhibits strong integrity, maturity, judgment and tact at all times.
- Values and appreciates at-risk youth and families.

Relationships with Others:

- Requires the ability to assign, review, and evaluate the work of others.
- Requires the ability to recommend the discipline or discharge of others.
- Requires the ability to recommend and/or assist in the career advancement/recognition of Youth Center employees.
- Requires positive contacts with co-workers, employees in the Youth Center and the Court, juveniles and families, public and private sector employees, law enforcement personnel, school representatives, service representatives, legal representatives, and the general public.

Physical Effort and Work Environment:

The following physical demands are typically exhibited by position incumbents performing this job's essential duties and responsibilities. These physical demands are not, and should not be construed to be job qualification standards, but are illustrated to help the employer, employee and/or applicant identify tasks that are required by the job, with or without reasonable accommodation.

- Occasional exposure to blood, bodily fluids, and potential physical harm by hostile juveniles.
- Must maintain required physical and mental condition to perform all proscribed duties, including administering CPR, AED, and first aid, as well as being physically capable of responding to resistance and aggression and emergency response.
- Ability to exercise the proper judgment about how much force may be required to subdue an offender.
- Work involves a significant amount of sitting, talking, listening and reaching with hands and arms.
- Ability to reach into file drawers in standard four-drawer filing cabinets.
- Must be able to work under stressful and sometimes dangerous conditions.
- Must be able to perform work which includes running, climbing, carrying, pushing, pulling, and lifting a minimum of 25 pounds.

- Exposed to general office chemicals and air contaminants; works in or around crowds, has contact with potentially violent or emotionally distraught persons, has exposure to threatening situations.

This position description in no manner states or implies that these are the only duties and responsibilities performed by the employee. The employee may be required to follow additional instructions and perform other duties required by the Court Administrator and/or the Judge.

The provisions of this Position Description do not constitute a contract, expressed or implied and any provision contained in this Description may be modified or revoked without notice.

The employee signature below signifies that the employee has read and understands the expectations and requirements of the position.

Employee Signature

Date

Supervisor Signature

Date

Appointing Authority

Date