

**INGHAM COUNTY  
JOB DESCRIPTION**

**JUVENILE PROGRAMS DIRECTOR  
JUVENILE DIVISION**

**General Summary:**

The Juvenile Programs Director (JPD) is responsible for management of those programs designed to provide treatment to delinquent youth. The JPD supervises delinquency personnel assigned to work with the Courts contractual programs to assure the programs are meeting the needs of the juvenile and the Court's expectations. He/she participates in residential staffing and placement meetings, and making recommendations to the Court regarding appropriate treatment options for Court Wards. Supervision includes case assignment, case reporting, and assuring that staff develop and implement appropriate case management plans. The JPD may need to consult with Judges, referees, school personnel, law enforcement officials, and private agencies personnel. The JPD participates in the development of treatment programs and other resources that may be required to accomplish the Courts objectives. The JPD is under the general direction of the Deputy Court Administrator.

**Essential Functions:**

An employee in this position may be called upon to do any or all of the following: (These examples do not include all of the tasks which the employee may be expected to perform.)

1. Supervises staff assigned to the Programs Unit. This includes: Juvenile Court Officers, Senior Juvenile Court Officers, and clerical staff. He/she is responsible for assigning cases, advising staff on the proper techniques of case investigation, report writing, giving Court testimony, and understanding the legal requirements of their position. Evaluates staff performance, and may recommend disciplinary action to the Deputy Court Administrator when necessary.
2. The JPD consults with and assists staff through individual and group conferences. Analyzes difficult, case specific problems, and makes recommendation for appropriate services, programs, or solutions.
3. Assists in planning budget recommendations to the Deputy Court Administrator in matters of personnel, programs, contractual agreements, equipment, and materials. Monitors Child Care Budget as it applies to the Program Division.
4. Gathers and reviews statistical data regarding the Program Division to generate reports for the administration, Judges, YLS risk assessment tools, Child Care Fund and state reports.
5. Responsible for the daily operations of the Program Division including emergency situations, staff absences and to ensure coverage of their duties.
6. Attends Judges and managerial staff meetings. Participates in developing court policy and procedures.

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7. Moderates staffing of cases for placement of youth into residential placement facilities with court psychologist, JCO's, agency personnel, and aftercare staff. Staffings also include placement into programs including, but not exclusive to the Highfields StART, FIRst, Footprints and Clarinda Transitional Living Center Group Homes, as well as the Crossroads Peckham Program.
8. Scrutinize and approve for payment, staff travel and mileage vouchers, bills from vendors for residential placements, psychological evaluations, drug tests, therapy sessions, drug testing supplies, and the like. Assigning the appropriate vendor numbers, distribution numbers. Approves vacation requests, monitors sick time used, scrutinizing staff time cards, assuring accuracy, and signing the same for entering into MUNIS.
9. Meets with Sex Offender Sr. JCO and Psychologist to staff cases and monitor progress. Also meets *with* Aftercare *Unit* staff to monitor progress and case plans for youth during long term residential placement and upon returning home
10. Responsible for interviewing new applicants and making recommendations to the Deputy Court Administrator.
11. Reviews, corrects, and responds to the various social and legal reports which are prepared by the Juvenile Court Officers.
12. May receive after-hours phone calls, regarding custody requests or emergencies situations.
13. Attends and conducts general and division staff meetings with personnel assigned to the unit. Provides organization information and discussion regarding the Programs Unit and the Court. In the absence of the assigned Juvenile Court Officer, consults with juveniles, parents and other involved parties and may be required to respond to emergency situations.
14. Assists in the coordination of the Court's Programs with other groups, agencies, and organizations.
15. Has input in development of the unit budget.
16. Serves as back-up for other Managers/Supervisors as assigned.
17. Fiscal monitoring of those programs under his/her supervision:

### **Employment Qualifications:**

#### **Education:**

Bachelor's Degree in Human Service related field or equivalent experience. Desired areas of study include: Social Science, Sociology, Psychology, Criminal Justice, Social Work, Family Life Sciences, Law, or other related areas.

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**Experience:**

Must have a minimum of five years of progressively more responsible or expansive experience in a related field.

**Other Requirements:**

The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.

**Physical Requirements:**

This job requires the ability to perform the essential functions contained in this description. (Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements.)

High level of interpersonal and communication skills such as persuading others to take action, resolving disagreements or making presentations.

**Working Conditions:** There is occasional exposure to youth and/or parents who may be angry or have emotional problems.

**December 2005**