

**INGHAM COUNTY
JOB DESCRIPTION**

YOUTH CENTER DIRECTOR

General Summary:

The Youth Center Director is responsible for the operation and maintenance of the Youth Center (a 24-hour operation) for juveniles charged or adjudicated of various offenses under the Michigan Juvenile Code. The Youth Center Director supervises all Juvenile Detention Specialist and Shift Supervisors and is responsible for managing the Youth Center population. Supervision includes staff development/training, imposing discipline as necessary, and participating in the development of case treatment plans. The Youth Center Director has regular contact with judges, commissioners, attorneys, referees, law enforcement officials, school personnel, protective services personnel, private agencies, and the public, concerning Court policy and procedures, programming and budgetary issues. The Youth Center Director is under the general direction of the Deputy Court Administrator, Juvenile Division.

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 employees may be expected to perform.)

1. Responsible for management of the Youth Center, and supervises all staff. This includes programs/services such as: Lansing School District, Ingham County Health Department Clinical Services, Internship Programs, Food, and Custodial Services.
2. Oversees the facility budget and responsible for authorizing all purchases: food and food service equipment; resident clothing, bedding, and hygiene supplies; office supplies and equipment; maintenance supplies and security equipment. Ensures that the facility is appropriately staffed at all times. Monitors overtime and Temporary Employee costs to stay within budget parameters. Monitors contractual programs under his/her supervision and assists in planning and proposing budget recommendations (personnel, programs, and supplies) to the Deputy Court Administrator. Oversees the maintenance of the facility and arranges for necessary repairs.
3. Responsible for developing and monitoring programs to ensure that appropriate emotional and physical needs of the residents are met. Including the following duties: Schedules adequate periods of supervised recreation time. Ensures that the residents receive proper medical attention and that the facility maintains accurate records of prescribed and over the counter medication given to residents.

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- Reviews menu plans for balance, nutritional value, variety, and appeal. Assures that resident clothing, bedding, hygiene supplies, and other daily needs are provided for. Oversees group treatment programs, education, religious services, and volunteers.
4. Responsible for orientation and training of new and existing employees in effective supervision, evaluation, and administration, group dynamics, including behavior management techniques, crisis prevention and intervention, and the development of treatment plans and goals.
 5. Ensures that security measures are followed and enforced in compliance with all Federal, State, and local laws and rules, regulations and procedures. Responsible for the development of Policy and Procedure manuals as well as the facility's Emergency Plan.
 6. Assists all facility staff with resident behavior management issues/problems and assists them in counseling of residents.
 7. Assists the Juvenile Services Director with monitoring the facility's population, reducing days of overcapacity and ensuring that juveniles are being appropriately placed in the program.
 8. Attends Managers and Judges meetings to participate in the development of Court policy/procedures, discuss routine and unusual Court operations, and disseminate necessary information.
 9. Interviews, hires, disciplines and terminates staff with the approval of the Deputy Court Administrator.
 10. Consults with staff (through individual and group conference) to gain a thorough knowledge of all residents and assists staff in effectively managing residents, analyzing difficult situations and recommending appropriate sanctions, services and programs.
 11. Assists in the coordination of the Youth Center's programs with other groups, agencies, and organizations. Ensures these programs are meeting the Court's goals, objectives, and expectations.
 12. Assists in making critical custody decisions at the request of law enforcement officials and Juvenile Court Officers. Frequently receives after-hour phone calls regarding custody requests and emergency situations involving accused juveniles under the Court's jurisdiction. Has 24/7 on-call responsibilities.
 13. Reviews various reports (incident reports, intake packets, daily observation notes, psychological evaluations) of juveniles, which are prepared by the Supervisors,
 14. Ensures that the education program, food service program and health clinic are in compliance with Federal, State and facility licensing regulations. Coordinates and oversees, with the Lansing School District administration, the operation of the education program. Manages Title I funds utilized in the Youth education program.
 15. Manages the food service program in accordance with Federal/State Department of Education School Lunch Program reimbursement guidelines. Oversees facility health

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clinic with the Ingham County Health Department insuring that licensing rule requirements are met.

16. Works with law enforcement agencies, Community Mental Health, Department of Human Services, Prosecutor's Office, Board of Commissioners and other county departments, in areas of mutual concern.
17. Responsible for development of Policy and Procedure manual as well as the facility Emergency Plan.
18. Perform related duties as required.

Other Functions:

19. None Listed.

Employment Qualifications:

Education/Experience: Bachelor's degree in social work, sociology, psychology, criminal justice, guidance/counseling, or other human services field and two years of supervisory experience in a, child caring institution, child placing agency, or a criminal justice agency.

OR

Master's degree in social work, sociology, psychology, criminal justice, guidance/counseling, business administration, public administration, or other human services field and three years of supervisory experience in a, child caring institution child placing agency, or a criminal justice agency.

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. These include, but are not limited to, the following requirements. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements):

Working Conditions:

- Exposure to physical assault by youths.
- Exposure to youths with various states of cleanliness and hygiene.
- Exposure to various bodily fluids.
- Exposure to communicable diseases of youth.

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