

CORRECTIONS JUVENILE PROGRAM DIRECTOR

KIND OF WORK

Highly responsible administrative work, directing the entire non-educational treatment component in a state juvenile correctional facility.

NATURE AND PURPOSE

Employees in this class are responsible for supervision of cottage supervisors (Correctional Supervisors or Correctional Counselor 4's), rehabilitation therapists, institutional clergy and other professional level treatment staff. The primary purpose of this classification is to supervise and coordinate the group living programs of the cottage units and to direct and implement diagnostic and rehabilitation programs for students within the institution. The work is performed under the supervision and direction of the Superintendent, but the employee is given wide latitude for individual discretion and execution of policies involving treatment and care of the students. This employee is responsible for studying present group living and treatment programs and for planning and promoting new, revised or additional programs. The employee works primarily with staff personnel rather than with the students directly. This class is differentiated from a Correctional Institution Program Director in that employees in this class work in a juvenile, minimum security facility, whereas a Correctional Institution Program Director works in an adult, medium security facility and with somewhat more diverse programs. Both, however, report directly to the Superintendent and involve high level administrative responsibility and authority.

EXAMPLES OF WORK (A position may not include all the work examples given, nor does the list include all that may be assigned.)

Provides direct and indirect supervision to all treatment staff.

Formulates, implements and maintains all treatment programs at the institution.

Develops policies and procedures regarding institution treatment programs.

Meets with and instructs unit supervisors to keep them informed regarding plans, programs, objectives and procedures.

Recommends changes and/or additional consultant services.

Coordinates with appropriate administrative staff (e.g., Assistant Superintendent, Educational Administrator and Business Manager) in resolving and/or recommending to the Superintendent changes in the providing of support services.

Coordinates in-service training for program personnel.

Authorizes the selection and/or discharge of any institutional treatment staff.

Acts as the Superintendent's designee at meetings outside the institution.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of:

Thorough knowledge of program planning and implementation.

Thorough knowledge of treatment and modalities, both group and individual, and the ability to diagnose psycho-social needs.

Thorough knowledge of the functions, procedures organization and governing laws and regulations of the institution.

Considerable knowledge of the principles of administration and supervision.

Ability to:

Ability to effectively communicate, both orally and in writing.

Ability to develop policies and procedures.

Ability to assess program needs.

Ability to enforce policies and regulations with firmness and tact.

Ability to analyze situations accurately and to adopt an effective course of action.

Ability to establish and maintain effective working relationships within the institution and with personnel in other public and private agencies.

Est.: 7/81
Rev.:

TC:
Former Title(s):