

JUVENILE DETENTION HOME OPERATIONS MANAGER

PURPOSE AND NATURE OF WORK

Position is responsible for administering all the day-to-day internal operations of a Juvenile detention facility including training, scheduling, and supervision of shift workers, and attending to problems or emergencies that may arise. Incumbent works under the general direction of the Administrator of the facility, and has supervisory responsibility for shift supervisors, attendants, maintenance and food preparation employees.

ILLUSTRATIVE EXAMPLES OF WORK (Note: These examples of are intended only to illustrate the various types of work performed by incumbents in this class. All of the duties performed by any one incumbent may not be listed, nor does any incumbent necessarily perform all of these duties.)

Schedules, assigns and supervises 24 hours staffing of the Juvenile Detention Home. Resolves problems encountered in day-to-day operations, establishes policy, procedures and guidelines; orients, trains and evaluates employees. Analyzes guidelines and requirements of the applicable state, federal or local regulatory agencies, initiates changes in operations to assure compliance. Prepares and monitors budget and all non-capital expenditures; oversees billing for out-of-parish and out-of-state detainees. Approves purchases, attends budget hearings, prepares reimbursements claims, researches and applies for grants.

Performs related work as required.

NECESSARY KNOWLEDGES, ABILITIES AND SKILLS

Through knowledge of the regulatory and fiscal environment of juvenile detention facility operation.

Thorough knowledge of, and the ability to carefully follow the DCFS standards that govern juvenile detention facilities.

Thorough knowledge of objectives, principles and practices of juvenile offender behavior change, education and correction.

Knowledge of criminal justice system and provisions for processing juvenile offenders.

Knowledge of applicable regulations affecting employment, especially of shift workers.

Ability to form and maintain effective working relationships with staff, users and justice system employees.

Ability to respond to emergencies on short notice, and work as necessary at night and on holidays.

Ability to communicate effectively, orally and in writing.

DESIRABLE TRAINING AND EXPERIENCE

Baccalaureate degree in criminal justice, behavioral sciences or a related field and substantial working experience in juvenile detention and corrections, or an equivalent combination of education and experience.

NECESSARY TRAINING

Employee is required to complete initial and ongoing training requirements for direct care workers as established by the Department of Children and Family Services within one (1) year of employment.