JOB DESCRIPTION

JOB TITLE: Youth Facility Manager **JOB CODE: 3560**

DEPARTMENT: China Spring Youth Camp/Aurora Pines Girls Facility

REPORTS TO: Director of Juvenile Camp Services **FLSA STATUS: Exempt**

SUMMARY OF JOB PURPOSE

Plans, organizes, and manages the operations and staff of a non-secure juvenile residential treatment facility/camp; assures effective and appropriate educational, counseling, medical, vocational, and detention services are provided for juvenile wards according to established policies, procedures, and regulations.

ESSENTIAL FUNCTIONS

1. Manages, monitors, and controls operations and programs at the juvenile residential treatment facility/camp; directs and evaluates medical, counseling, educational and vocational programs; monitors daily activities of detainees, staff, and others within facility; monitors facility environment and responds to facility needs and issues; assures a safe and functional environment for detainees.

2. Plans, develops, and manages programs which achieve the goals of overcoming delinquent behavior, correcting thinking errors, improving social skills, reintegrating into the community, and assures the health, safety, and welfare of the residents.

3. Effectively manages camp personnel by evaluating and analyzing department issues, recommends and implements solutions, prioritizes and assigns tasks and projects, reviews the work of assigned staff to assure the work quality and timely accomplishment of assigned duties and responsibilities; participates in the interview process and training of new employees; develops staff skills; listens and responds to employee problems, concerns, and complaints and suggests solutions which may rectify the situation; prepares performance evaluations, discusses performance with assigned staff, and counsels employees concerning performance improvements.

4. Consults with supervising counselors to assess cases and staff performance; checks and inspects work for completion, quality and timeliness; reviews and assures the accuracy of client files and documents; reviews and analyzes records and reports; prepares special and recurring reports.

5. Leads and manages meetings to review caseload, services, concerns, and recommendations; assures that appropriate services are provided; assures effective communications between staff and other County programs; manages internal investigation process; assures effective resolution of issues and grievances.

6. Monitors and evaluates trends in juvenile detention and recommends operational and policy improvements; maintains the integrity, professionalism, attitudes, values, and goals of the Juvenile Detention program by assuring that all rules and regulations are followed; promotes acceptable attitude and monitors behavior of staff and detainees.

This job description indicates, in general, the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required.

7. Manages the safety and security of the staff, detainees, visitors and facilities; assures a safe and functional environment; assures compliance with established safety protocols to protect detainees from personal injury.

8. Maintains updates and writes revisions to the facility's employee policy and procedure manual, ensuring compliance with County, State, and Federal policies and procedures; provides training and enforcement of all policies and procedures; develops and maintains updates to the Youth Development System Manual and Client handbook.

9. Performs a wide range of general administrative duties; reviews and approves expenditures, reports, documentation, and time cards; updates and maintains files, records, and other documents; compiles data for management purposes, and prepares reports as required.

10. Assists and interacts with County departments, support staff, outside agencies, organizations, advocates, Federal, State, and Local law enforcement, and justice organizations; coordinates with parents and community resources as needed.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

Bachelor's Degree in Social Science, Sociology, Psychology, Social Work, Criminal Justice or other closely related field, plus six (6) years experience in a professional youth institutional and/or program services environment with at least two (2) of those years at a supervisory level; OR an equivalent combination of education, youth work experience, law enforcement, or military service, that could provide the required knowledge, skills and abilities.

LANGUAGE SKILLS

Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents; respond to common inquiries or complaints from clients, regulatory agencies, or members of the business community; write speeches and articles for publication which conform to a prescribed style and format; effectively present information to top management, public groups, employees, and/or juveniles.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume; ability to apply concepts of basic algebra and geometry.

REASONING ABILITY

Ability to define problems, collect data, establish facts, and draw valid conclusions; interpret an extensive variety of technical instructions in mathematical or diagram form; deal with several abstract and concrete variables.

OTHER KNOWLEDGE, SKILLS, & ABILITIES
Knowledgeable in the theories, principles, and practices of management, institutional programming, corrections and/or child welfare, and the juvenile justice system. Ability to utilize financial and staff management techniques to provide leadership in the development and administration of creative programs to meet staff and juveniles' needs.

CERTIFICATES, LICENSES, REGISTRATIONS
Valid Driver's License with an acceptable driving record; CPR, First Aid, AED, and Blood Borne Pathogen certifications; must keep all certifications and licenses current throughout duration of employment.

PHYSICAL DEMANDS
The physical demands described here are representative of those which must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk, sit, and drive; use hands to finger, handle, or feel; reach with hands and arms; talk and hear. The employee occasionally is required to climb, balance and stoop, kneel, crouch, or crawl and must frequently lift and/or carry up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORKING ENVIRONMENT
Work is performed in remote, non-secure juvenile residential facility/camp; work involves intense concentration on activities going on around one's location on a constant basis throughout the entire work shift. Work may involve personal danger and exposure to hazardous situations; requires physical ability to subdue argumentative individuals. Must maintain a level of physical fitness to meet Department standards; must be able to work during weekdays, weekends, and holidays on any assigned shift; while performing the duties of this job, the employee is occasionally exposed to outside weather conditions.

I have read and understand the contents of this Job Description, and I have received a copy of this Job Description for my records.

PRINT NAME: _____

SIGNATURE: _____ **DATE:** _____

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