



**NORTH DAKOTA
CLASS DESCRIPTION**

ND Human Resource Management Services

Class Code(s): 4119

Phone: (701) 328-3290

**DIRECTOR OF RESIDENT CARE, YOUTH CORRECTIONAL CENTER
ND DEPARTMENT OF CORRECTIONS AND REHABILITATION**

GRADE N

SCOPE OF WORK:

Work involves directing the resident care and clinical service programs within the ND Division of Juvenile Services (NDDJS) for the Youth Correctional Center (YCC) and juvenile community corrections operations.

DUTIES PERFORMED:

- Oversee facility resident care which includes the development and implementation of a trauma informed practice model and subsequent tools; mentor staff regarding model and tools.
- Direct and supervise daily operations of YCC Cottage Program Directors; oversee the methods resident staff utilize to work with youth.
- Develop resident care budget recommendation; responsible for monitoring budget.
- Analyze and provide direction regarding youth housing assignments.
- Oversee DJS clinical service program; provide guidance regarding clinical practices and develop new techniques.
- Supervise clinical staff; assign, monitor and evaluate performance; participate in hiring and provide staff development.
- Review and approve contracted psychological and psychiatric services.
- Develop and maintain policies and procedures for resident care and clinical services.
- Develop and provide resident care and clinical services related training to staff and relevant stakeholders.
- Provide training in trauma informed practice model in community corrections settings.
- Assist with developing facility improvement plans related to residential living and clinical services.

NOTE: The duties listed are not intended to be all-inclusive. Duties assigned any individual employee are at the discretion of the appointing authority.

MINIMUM QUALIFICATIONS:

Requires a master's degree in a behavioral scienc related field and/or social science field, clinical licensure or eligible for clinical licensure in ND, and five years of professional-level related work experience in providing and/or coordinating clinical services that included two years of management related work experience.

Eff. Date: 7/04

Deleted: 3/13

Reinstated: 09/17 – Updated scope of work, duties and minimum qualifications and evaluated by Job Evaluation Committee to assign grade.