



**NORTH DAKOTA  
CLASS DESCRIPTION**

ND Human Resource Management Services

Class Code(s): 4122

Phone: (701) 328-3290

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**DIRECTOR OF TREATMENT SERVICES  
DIVISION OF JUVENILE SERVICES**

GRADE N

**SCOPE OF WORK:**

Work involves developing, coordinating, implementing, and directing treatment; coordination of community based and institutional case management; coordination of the statewide Assessment Center; and coordination of statewide substance abuse services for juveniles placed at the North Dakota Youth Correctional Center (NDYCC) and within the Division of Juvenile Services (DJS).

**DUTIES PERFORMED:**

- Ensure appropriate behavioral testing and social skill assessments are administered to juveniles upon admission.
- Formulate goals and objectives for on-going treatment programming; provide administrative review regarding behavior management programming.
- Coordinate and supervise all individual youth treatment plans with counseling staff; monitor existing treatment programs and delivery effectiveness; review and select new programs, coordinate designated program curriculum.
- Ensure proper planning and supervision of off-campus treatment related activities such as community service projects.
- Report status, progress, and operational highlights related to assigned programs to NDYCC Superintendent.
- Provide administrative oversight to the YCC Assessment Center to include program design, delivery, and fidelity of services.
- Coordinate the facilitation of institutional and statewide substance abuse services offered by YCC. Including the development of education models and mentoring programs
- Provide progress updates concerning contracted staff positions funded by grants.
- Direct supervision of assigned staff by participating in hiring, assigning staff duties, conducting training, and evaluating performance
- Communicate pertinent treatment discussions/decisions with Director of Resident Care.
- Collaborate with the administrative staff and unit managers on issues that affect juveniles, staff, and NDYCC.
- Establish and maintain a positive working relationship with all NDYCC staff members, Division of Juvenile Services (DJS) Regional Supervisors, Community Corrections Specialists, Bureau of Prisons, Bureau of Indian Affairs, law enforcement, Human Service Centers, and other state and federal stakeholders.
- Assess and implement applicable DJS and NDYCC program management policy and procedures to maintain consistency of facility operations.
- Collaborate in coordinating all aspects of Performance Based Standards.

- Coordination of the YCC Cultural and Religious services including all activities, volunteers, and chaplain.
- Coordinate, administer, and evaluate the Internship program.
- Develop, administer, and evaluate the volunteer program.
- Ensure that the facility treatment environment is safe, secure, and conducive for treatment.
- Participate in weekend on-call duty, as scheduled.

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 bachelor's degree with a major in psychology, social work, education, criminal justice, or a closely related social or behavioral science field; and five years of professional level experience working with juvenile or offender treatment programs that included supervisory or progressively more responsible correctional treatment work. A master's degree in one of the above fields may substitute for one year of work experience.

Eff. Date: 7/04

Deleted: 11/05

Reinstated: 11/06 – Updated duties and min quals

Rev: 6/10 – Revised minimum qualifications

Rev: 7/12 – Conversion to Hay System

Rev: 3/18 – Updated title and duties