



**NORTH DAKOTA  
CLASS DESCRIPTION**

ND Human Resource Management Services  
Phone: (701) 328-3290

Class Code : 4122

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**YOUTH TREATMENT DIRECTOR, YOUTH CORRECTIONAL CENTER**

GRADE N

**SCOPE OF WORK:**

Work involves developing, coordinating, implementing, and directing treatment services for juveniles placed at the North Dakota Youth Correctional Center (NDYCC).

**DUTIES PERFORMED:**

- Ensure appropriate mental health assessments, depression scales, and social skill assessments are administered to juveniles upon admission; coordinate interpretation and clarification of psychiatric and psychological reports.
- Formulate goals and objectives for on-going treatment programming; provide administrative review regarding special management programming staffings.
- Coordinate and supervise all individual youth treatment plans with counseling staff; monitor existing treatment programs and delivery effectiveness; review and select new programs.
- Ensure proper planning and supervision of off-campus treatment related activities such as community service projects and nursing home visits.
- Report status, progress, and operational highlights related to treatment programs to NDYCC Superintendent.
- Oversee treatment team/education reviews, data input for Educating for Quality by Understanding Interpersonal Potential (EQUIP) groups, drug and alcohol treatment groups, and Cottage Performance Reports.
- Provide progress updates concerning contracted staff positions funded by grants.
- Review and approve psychological and psychiatric appointment schedules and medical invoices.
- Direct supervision of treatment 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, criminal justice officials, and other public entities.
- 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.
- 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