



**NORTH DAKOTA
CLASS DESCRIPTION**

ND Human Resource Management Services

Class Code: 4123

Phone: (701) 328-3290

JUVENILE SERVICES PROGRAM DIRECTOR

GRADE L

SCOPE OF WORK:

Work involves directing rehabilitative programs and activities to adjudicated youth placed at the North Dakota Youth Correctional Center (NDYCC).

DUTIES PERFORMED:

- Provide programs of security, safety, and supervision in a structured therapeutic living unit setting.
- Ensure programs offered during after-school hours, evenings, weekends, and holidays are treatment oriented.
- Provide input to overall institutional program planning to ensure juveniles' needs are met; evaluate services provided to juveniles, ensuring policy and procedures are followed.
- Assess the treatment and security needs of juveniles and determine proper placement and programming; assign a Juvenile Institutional Case Manager to each student.
- Provide orientation, ongoing training and duty assignments to staff; evaluate and record staff performances; coordinate and consult with the Human Resources Director on issues of staff performance, discipline, and training.
- Assess treatment and security concerns regarding individuals that are not following their treatment plans; determine proper placement in a more secure setting at NDYCC.
- Serve as a liaison between the court, placing agencies, and NDYCC (Detention); ensure placing agencies adhere to proper placement procedures.
- Supervise counseling programs and discipline for juveniles in assigned living unit.
- Review all logs and reports to ensure accuracy and completeness; ensure medical orders are followed by monitoring and reviewing medical administration records.
- Maintain living units so they are secure, safe, and healthy for juveniles.
- Collaborate with the Director of Resident Care, Director of Treatment, and other staff on issues that affect juveniles, staff, and the institution.
- Assess and implement Division of Juvenile Services (DJS) and NDYCC program management policies and procedures to maintain consistency in facility operations.
- Participate in and/or conduct training sessions for NDYCC and DJS staff, as requested by the director.
- Serve on-call when assigned; respond to emergency and crisis situations after hours.

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 social work, psychology, criminal justice, sociology, management, or a closely related field and three years of professional level experience with juveniles or offenders in a correctional, law enforcement, or social work setting. A master's degree in one of the above fields may substitute for one year of work experience.

Eff. Date: 1/89

Rev: 2/00 – Word processing conversion

Rev: 11/04 – Updated scope, duties, min quals, and grade

Rev: 7/10 – Revised minimum qualifications

Rev: 7/12 – Conversion to Hay System