



DIRECTOR, JUVENILE SERVICES DIVISION

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SCOPE OF WORK:

The individual assigned to this position manages the delivery of institutional and community based correctional services for juvenile offenders.

DUTIES PERFORMED:

- Provide administrative direction to Regional Managers and the Superintendent of the Youth Correctional Center by active participation in the management of personnel and programs.
- Supervise the development and maintenance of a management information system related to juvenile offenses and services provided to troubled youth.
- Represent the ND Division of Juvenile Services at local, state, regional, and national meetings and forums to ensure that North Dakota is current in the development of the latest youth treatment philosophies and practices.
- Monitor and evaluate program operations.
- Direct the preparation, monitoring, and control of the Division's budget.
- Establish and maintain relationships with major contract agencies to assure the continued success of a variety of program services such as day treatment, tracking, intensive in-home services, and diversified occupations.
- Schedule and facilitate community visits with the courts, service providers, and other groups that provide services to troubled adolescents.
- Oversee the development of goals, objectives, policies, and procedures for the Division to meet and maintain standards established by the Council of Juvenile Corrections Administrators; including but is not limited to Performance-Based Standards
- Direct and evaluate the development and management of state and community-based services for youthful offenders under the custody of the Division of Juvenile Services to ensure the safety and security of the community, youthful offenders, and staff.
- Serve as the agency liaison to human services, the courts, and law enforcement on matters relating to juvenile corrections.

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 in social work, psychology, education, counseling, sociology, criminal justice, juvenile justice, or another closely related field and seven years of experience managing or directing rehabilitative and/or correctional programs designed for juvenile offenders.

Eff. Date: 07/87

Rev: 05/00 - Updated to current duties and format, changed grade

Rev: 06/06 - Updated duties and minimum qualifications

Rev: 07/12 – Conversion to Hay System