WASHINGTON COUNTY
Job Description

JOB TITLE: Assistant Director JDC

Exempt (Y/N): No	DEPARTMENT: Regional Juvenile Detention Center
DATE PREPARED: June 2016	SUPERVISOR: /Director

SUMMARY:
The Assistant Director JDC, is a mid-level management position under the general supervision of the Director. The incumbent manages Detention or any other special assignment. The incumbent relies on training to supervise employees, and detained juveniles in the county detention facility; prepares specials reports, give community presentations, and reviews all officer reports. While considered a department commander, with full administrative responsibility and accountability for the overall operations and activities within the department, the incumbent shall also serve in the capacity of Director in the absence of the /Director as well as any other special assigned detail with the same responsibility and accountability. This position must meet all training requirements including, but not limited to: Juvenile Detention Standards and training requirements. The incumbent directly supervises all detention staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

1. Provide training to workers and volunteers, organize assignments, resolve problems and supervise the daily activities of personnel at the Regional Juvenile Detention Center Provide assistance with work counseling, personal improvement plans and documentation of performance/evaluations. Recommend the need for additional instruction/training for workers.

2. Serve as an advisor/resource to the Staff Development Supervisor, Youth Development Specialist Supervisor, Youth Development Supervisors and Juvenile Caseworkers. Provide assistance to personnel and respond to emergency situations when necessary.

3. Prepare and monitor employee work schedules to ensure proper and adequate coverage. Ensure that the appropriate number of staff are on duty for sufficient coverage for each shift as well as transports. Approve overtime for those staff required, to work, over their regularly scheduled shift hours/days.

4. Monitor up to 36 juveniles/residents per day, providing assistance and guidance to staff members regarding behavioral problems/situations and special needs juveniles or medical needs of juveniles.

5. Monitor individual resident's schedules to assure that they leave and arrive on time for all appointments outside the facility. Assist Director in obtaining an accurate count for reporting transports monthly.

6. Provide recommendations and assist in developing training to meet the needs of the center.

7. Attend various advisory or Quorum Court Committee meetings, either alone or with the Director. Assist in establishing and maintaining Center programs and policies/procedures.

8. Respond to requests from other agencies, as necessary.

9. Communicate, either verbally or in writing, with law enforcement officers, court officials, human service workers, county officials, citizens, state officials, and parents/guardians about problems or situations involving the Center and specific residents within the Center.

10. Develop and recommend revisions to policies and procedures, monitor current policies and procedures for staff compliance and ensure that the Center is operated in an appropriate manner regarding the rules and regulations of state and federal agencies.

11. Complete special reports or projects as assigned by the Director.

12. Perform duties normally associated with the position of Regional Juvenile Detention Caseworkers of all levels.

13. Maintain paperwork and/or routine maintenance required of the vehicle and related equipment used in the vehicle.

14. Speak to local groups of Juvenile law issues and other duties as directed by the Director.

15. Intake and release residents, check resident classification for room assignment, check resident population to comply with court, schedule resident activities, assign resident to detention program, answer resident grievances and investigate incidents.

16. Assist in making arrangements for prisoner transportation and serve as liaison between the Regional Juvenile Detention Center and the Prosecuting Attorney's Office, defense attorneys, family members of residents, and other public or agency contacts as required. Maintain a current knowledge of proper prisoner transportation handling procedures.

17. Maintain facility equipment and premises, and make arrangements for necessary repairs.

18. Prepare special reports conduct detention inspections, and testify in court on detention matters.

19. Assist in budget preparation, detention planning, writing detention policies and procedures.

20. Ensure that all contacts with the Regional Juvenile Detention Facility are treated courteously and fairly in accordance with federal and state laws and that accurate information is provided to any office contact.

21. Ensure that the rights and safety of residents are not violated and that they receive the basic requirements as required by law.

22. Receive advanced training in the areas of juvenile laws, court's system, and Detention operations.

23. Receive advanced training the use of self-defense and physical restraint procedures, CPR and First Aid and be a certified instructor.

24. Keep current on County policies and procedures, and federal and state laws to ensure that the County is in compliance at all times.

25. Knowledgeable in all civil papers and affidavits to include reading, explanation, service and follow up.

26. Directly supervise all staff.

27. Assure all staff on duty are appropriately attired as per the Regional Juvenile Detention Center's uniform policy.

28. Receive advanced training in areas of drug identification and testing and DNA testing and all related laws.

29. Assist Director in the interviewing, hiring, and termination of employees.

30. Coordinate and participate in structured activities for the residents when school is not in session.

31. Establish, maintain and foster positives and harmonious working relationships with those contacted in the course of work in keeping with the Regional Juvenile Detention Centers objectives. Assume responsibility for establishing and maintaining professional working relations with applicants, visitors, callers, and business professionals.

32. Required to have detailed knowledge of the Regional Juvenile Detention Center's Director and Executive Assistant's Administrative duties to be able to fill in as needed.

33. Appropriately inform the Director of any significant problems that may jeopardize operations within the Regional Juvenile Detention Center. Protect the interest of the employees and the Regional Juvenile Detention Center in accordance with County policy, state and federal regulations.

34. Maintain confidential personnel and training records. Ensure the personnel system functions smoothly and employee data and statistics are efficiently recorded, stored and retrieved and appropriate according to County policy.

35. Assist in maintaining and examining employee files to answer inquires and provide information to authorized personnel when needed.

36. Exercise necessary discretion when deciding how and when to share sensitive employee policy information.

SUPERVISORY RESPONSIBILITIES:

Directly supervises all Juvenile Detention Caseworkers. Carries out supervisory responsibilities in accordance with the county's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance, rewarding and disciplining employees; addressing complaints and resolving problems. Oversee staff training for compliance with juvenile detention standards. Assumes duties of Director during times of absence.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

The incumbent should have a degree from a four (4) year college and minimum of two (2) years previous experience in adolescent behavior management, juvenile detention laws/procedures, and state/federal and county policies and regulations. A combination of education and work experience may be substituted for four of college. One year of work experience may substitute for one year of college. One year of work experience may substitute for one year of college. In depth knowledge of Juvenile Detention operations, resident transports, court system basic first aid, CPR, protections form blood-borne pathogens and other viruses.

OTHER SKILLS and ABILITIES:

The incumbent must possess good oral/written communication skills and interpersonal relations. The person in this position must be adept at interacting with the general public, county personnel, and other agencies. The incumbent will be a self-starter who will have somewhat diversified activities, covered by established procedures with only upper level supervision. The incumbent must have sufficient self-confidence and judgment to be able to direct or restrict the actions of juveniles who are under the influence of drugs or alcohol, emotionally disturbed, hyperactive, hostile or acting out. The incumbent must be able to work as a team leader and have the ability to provide and receive constructive criticism. The incumbent must possess a valid Arkansas driver's license. The incumbent must be able to regularly use complex machines such as a desktop computer, printer, fax machine, copy machine, multi-line telephone, electronic controls, two-way radio, and safety/security devices.

Additionally, the incumbent must successfully complete a physical examination, a psychological evaluation, a drug screen, child abuse registry check, a criminal background check, and be free of tuberculosis.

Must not have a criminal record of any kind and before selection into this position, must be able to withstand a complete background investigation, polygraph examination and credit history and in addition, must complete a physical and mental evaluation as part of the employment requirements with in the first thirty days after hired date.

The incumbent must be able to perform all the following as well as supervise others in the following: must possess the ability to communicate effectively both orally and written often under adverse conditions; possess good judgment; good powers of observation and memory and the ability to train others. Ability to define problems, collect data, establish facts, and draw valid conclusions. Must be able to react quickly and efficiently in all emergencies, natural or man-caused disasters. The incumbent also should be able to effectively operate a PC computer, radio and typewriter. Must possess a valid Arkansas Driver's License.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, use hands to handle or feel objects/controls and talk or hear. The employee frequently is required to walk and reach with hands and arms, drive vehicle. The employee is occasionally required to climb or balance; and stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move more than 100 pounds. Must have visual and hearing acuity to fully observe the behaviors and interaction of residents and other persons within the facility or during official travel and activities, and to effectively receive and transmit communications by two-way radios and telephones. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those that an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to high noise levels, physical attack, verbal abuse or harassing language, outside temperatures, and airborne, blood-borne or contact pathogens that transmit illness or disease.