

**Allegan County
48th Circuit Court
Family Division**

Job Title: Director of Secure Detention & Community Resources
Reports to: Circuit Court Administrator

Summary

Directs a staff engaged in overseeing, supervising and providing direct services to residents of the secure detention facility, including the food service department for the detention and treatment units. Ensures the facility is operated safely and securely in accordance with all State and Court mandated requirements. Directs the Community Justice Officer staff in delivery of community based services to youth as ordered by the Court.

Principal Duties & Responsibilities

1. Performs managerial functions of interviewing and hiring of staff, overseeing orientation and in-service training, assigning and scheduling duties, evaluating performance, meeting with detention, community justice, food service and school staff, and disciplining in accordance with court policy and labor agreements.
2. Ensures that the emotional, physical, religious, medical, clothing, safety and security needs of the residents are being met in accordance with all applicable regulations and licensing guidelines, including coordinating with medical and dental providers, school personnel, facilities management for repairs, etc.
3. Ensures that the detention and food service facility is in compliance with all applicable federal, state, local and court statutes, regulations, guidelines and policies.
4. Assists in preparing and monitoring all proposed facility and community resources budgets for administrative and judicial review and approval.
5. Develops and implements policy and procedures for the delivery of services for detention, community based and prevention programming, including collection of data on services and outcomes, serves on community outreach committees as appropriate and acts as liaison with courts, law enforcement, social agencies etc.
6. Investigates critical incidents involving youth and/or employees to ensure compliance with all applicable federal and state statutes, regulations and licensing guidelines.

Other Duties of the Job:

Serves in an on-call capacity during non business hours for the secure detention facility.

Serves as an on-call referee once monthly for the Family Division.

Meet with the teaching staff and GED coordinator regarding the education program in the detention facility, both for residents and probationers coming into the facility for school.

Participates in community collaborations, committees and organizations related to juvenile justice and community outreach.

Oversees the food service operation of the Juvenile Center.

Develops and coordinates prevention programming for identified at-risk children and families.

Assigns and reviews in-home adoption studies.

Receives and discusses performance and licensing reports and implements any corrective action plans that may be necessary.

Performs other tasks as required.

The above statements are intended to describe the general nature and level of work being performed by a person in this position. They are not to be construed as an exhaustive list of all duties that may be performed by a person in this position.

Qualifications

Education: Bachelors degree in social science or human service field. Masters degree is preferred.

Experience: Three to five years of progressively more responsible experience, including two years of supervisory experience in a Family Court or public or private child care facility.

The duties, responsibilities and qualifications above are guidelines for selection purposes; alternative qualifications may be substituted if sufficient to perform the duties of the job.