

JUVENILE DETENTION HOME ADMINISTRATOR

PURPOSE AND NATURE OF WORK

Position is responsible for the overall management of a 32-bed facility for detaining young persons who have been removed from the family and are in the custody of the judicial system. This includes custodial care, safeguard of their health, education, safety, and legal rights while under the juvenile justice system. Incumbent reports to the Chief Administrator Officer, and has supervisory responsibilities for a professional, paraprofessional and clerical staff.

ILLUSTRATIVE EXAMPLES OF WORK (Note: These examples are intended only to illustrate the various types of work performed by incumbents in this class. All of the duties performed by any one incumbent may not be listed, nor does any incumbent necessarily perform all of these duties.)

Directs the daily operation of the Lafayette Juvenile Detention Home. Determines policy and procedures to insure the safety, health, and security of the detainees and staff including health, education, social services, medical services, and judicial services. Develops and insures the implementation of long-range plans, policies, procedures and regulations. Directs the preparation and administration of the budget. Maintains communication with judges, district attorneys, social workers and other members of courts and the juvenile justice system. Oversees inspections to insure that facilities are maintained and operated in an orderly, safe and efficient manner. Supervises the work of administrators, child care attendants, nurses, teachers, and support personnel. Assures the resolution of problems and complaints relative to youth detainees, their families, employees, the judicial system, and the public. Insures compliance with legislative mandates, court orders, and ethical practices. Performs other related duties as required.

NECESSARY KNOWLEDGES, ABILITIES, AND SKILLS

Considerable knowledge of the basic principles of detention home administration in regards to state and federal laws.

Considerable knowledge of criminal law and procedures, especially for juvenile offenders and detention.

Knowledge of basic principles of child care practices in a detention facility.

Ability to express ideas clearly and concisely, both orally and in writing, to individuals and to groups.

Ability to establish and maintain effective working relationships with superiors, detainees, employees, elected officials, court officials, government officials and general public.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from a college or university with a Bachelor's degree in behavioral or social science, criminal justice, business or public administration or related field and considerable supervisory experience in law enforcement, a correctional or penal institution with emphasis on juveniles, a community/public youth social service agency or any equivalent combination of training and experience.

SPECIAL REQUIREMENT

Employee must complete initial and ongoing training requirements for direct care workers as established by the Department of Child and Family Services.