

# COMMUNITY, COUNSELING, AND CORRECTIONAL SERVICES, Inc.

## MARTIN HALL JUVENILE DETENTION FACILITY

### Job Description

#### Administrator

<b>Mission:</b>	The Administrator for the Martin Hall Juvenile Detention Facility is responsible for the performance of administrative, professional and supervisory duties relative to the overall function and operation of the facility.
<b>Status:</b>	Exempt
<b>Reports To:</b>	CCCS, Inc Chief Executive Officer
<b>Supervises:</b>	The Administrator is responsible for the ultimate supervision of all employees, but directly supervises the Correctional Shift Supervisors, Administrative Assistant, Youth Case Managers, Contract Medical Staff, and Registered Nurse.
<b>Facility:</b>	Martin Hall Juvenile Detention Facility

#### Essential Functions:

The position is responsible for development, implementation and supervision of the facility programs in order to achieve the facility's mission, including offender treatment, care, training, education, rehabilitation, safety, security, and industry operations.

#### A. Administrative

1. Serves as the primary representative of the facility and acts as the liaison to other entities.
2. Responsible for development, implementation and revision of facility policies and procedures to ensure they show a clearly written, comprehensive directions and ensures a procedure manual that is readily accessible to all staff and is revised as necessary.
3. Submits all policy revisions to the proper personnel and with the CCCS, Inc Chief Executive Officer of for review.
4. Consults CCCS, Inc Chief Executive Officer regularly on issues pertinent to the operation of the facility including responses given to the media. Exercises good judgment when responding to the media concerning the facility mission or activities occurring at the facility.

5. Responsible for establishing and maintaining good working relationships with federal, state, and local agencies monitoring the facility operations.
6. Responds with tact and diplomacy to inquiries from relatives and friends of offenders.
7. Responsible for the development, implementation, maintenance and routing update of an emergency response plan to ensure offender care, safety and security during a disaster or work stoppage.
8. Responsible for a priority listing of persons to be contacted under different emergency circumstances; responsible for ensuring that this is maintained and revised as necessary and is immediately available to on-duty supervisors.
9. Responsible for a variety of reports which are thorough, concise, and relevant to subject matter and ensures that they are submitted in a timely manner.
10. Responsible for handling and reporting on incidents occurring at the facility having major financial, legal or political consequences.
11. Prepares suggested responses to correspondence and ensures that they are concise, timely, accurate, and directly relevant to the topic at hand.
12. Responsible for the development and maintenance of a written internal control procedure to protect state property, state funds, offender property and offender funds.
13. Oversees the maintenance of the facility's total physical environment including the appearance and maintenance of the building, grounds, equipment, vehicles; facility compliance with applicable safety, licensure and certification standards; and facility security.
14. Responsible for development and supervision of the facility's personnel management including hiring, terminating, promoting, progressive discipline, grievances, appeals, training, as well as supervision of the staff at the facility.
15. Responsible for developing, implementing, and supervising efforts relative to the facilitation of offenders through the facility.
16. Responsible for developing and submitting to the Chief Executive Officer, a biennium budget request and consistently monitoring the facility's expenditures, assuring that the budget is not exceeded.
17. Responsible for ensuring that the facility adheres to established state and federal regulations and American Correctional Association standards.
18. Submits the following information to appropriate personnel: bi-weekly timesheets, vendor invoices, bills, monthly reports.
19. Generates reports and statistical information as requested by appropriate staff and external agencies.
20. Plans, assigns, and directs the daily operation of staff within the facility.
21. Evaluates employee performance and prepares performance appraisals and promotional merit ratings; reviews, recommends and/or takes appropriate disciplinary action on employees who fail to meet standards and to comply with agency rules and regulations.
22. Participates in the screening process of applicants and recommends hiring of staff.
23. Assesses staff development and training needs.

24. Resolves personnel and offender problems and complaints by gathering and reviewing information and taking appropriate actions.

B. Daily Operation

1. Assumes lead role in major emergencies, such as escapes, suicides, deaths, fires, and disturbances in order to ensure a coordinated and organized approach to address safety and security issues.
2. Oversees the process of allowing the offenders to attend activities outside the institution, i.e., funerals, court, hospitals, medical, religious, recreational, and work programs, by coordinating all transportation, security, and special needs in order to maintain the security of the offenders, and ensure orderly participation in the activity.
3. Monitors daily security problems and incidents by arranging and chairing regular staff meetings with Shift Supervisors, and by systematic communication with all security staff to ensure problems are investigated and corrected promptly and follow up is done.
4. Ensures adequate security staff are maintained on all shifts 24 hours per day, 7 days per week by maintaining a computerized list of all shifts and days off for all security and direct care staff. Replacing call-offs with available personnel to provide an adequate coverage of the facility to ensure the security and safety of the facility.
5. Maintains a consistent and legal approach to security concerns, reviews, evaluates, and implements changes in security by daily discussions and supervision of staff. D
6. Develops yearly goals and objectives for the staff to ensure encouragement as well as consequences are administered in a timely fashion.

C. Security Policies and Procedures

1. Responsible for formulation and implementation of facility security policies and procedures.
2. Develops and implements institutional and departmental policies and procedures to ensure the order, safety, and security of the facility, correctional staff, and offender population.
3. Serves as the "model" of professionalism of Youth Care staff to reflect an orderly, professional staff member.
4. Assists Shift Supervisors in maintaining security by reviewing, developing, implementing and updating policies and procedures within the facility.

D. Responsible for a variety of special projects and services for the institution as assigned by the Chief Executive.

E. Demonstrates knowledge & responsibility in performance of duties as prescribed by facility procedures.

**Other Job Functions:**

All other Duties as assigned by the Chief Executive Officer.

**Required Annual Training:**

Employees new to Martin Hall are required to complete at least forty (40) hours of training relevant to their position during the first year of employment. The Administrator is required to complete at least forty (40) hours of training during each year of employment. A minimum of thirty (30) hours must include training specific to the employment assignment. Additional training hours may be required for disciplinary, emergency, or program-need reasons as determined by the Chief Executive Officer.

**Working Conditions:**

Working conditions are inside a climate-controlled environment with occasional background noise. Occasional travel may be required. Must be able to function in the stressful environment of a juvenile detention facility. Considerable documentation and paperwork requirements exist. The Administrator must be able to organize and manage time effectively and keep records orderly and up to date. **The Administrator works five (5), eight (8)-hour shifts per week. Shifts will include afternoons and evenings. Occasional weekend work may be required.** Subject to call 24 hours per day.

**Material and Equipment Used:**

Computer; telephone; printer; fax machine; general office supplies.

**Physical Activities Required to Perform Essential Functions:**

Sitting/Standing/Walking: Approximately 90% of time is spent seated while working at a desk or in meetings. Balance of time (approximately 10%) is spent standing or moving around working areas and outside locations.

Speaking/Hearing: Clear diction and acute hearing are necessary with the public, contacts, and co-workers.

Vision: Corrected vision close to 20/20 is necessary for effective use of computer screens.

Reaching/Handling: Good manual dexterity for computer keyboard use and the ability to retrieve and work with appropriate paperwork, equipment, and supplies.

**Knowledge, Skills, and Abilities Required:**

1. Ability to form and maintain a professional working relationship with federal, state, local and corporate officials.
2. Possess thorough knowledge of the functions, procedures, organization, and governing laws and regulations of the corrections system and the facility.
3. Thorough knowledge of law relating to crime, sentencing, rehabilitation, institutionalization, probation and parole.

4. Thorough knowledge of modern security techniques, treatment modalities and correctional education programs
5. Knowledge of behavior modification, preparation and maintenance of an institution record keeping system for both offenders and staff.
6. Thorough knowledge of program planning, budgeting, accounting, administration, personnel management, public relations techniques.
7. Thorough knowledge of legal and ethical issues related to the development, implementation, and evaluation of programs of offenders.
8. Possess strong organizational skills.
9. Possess excellent written and oral communication skills.
10. Ability to work effectively under pressure.
11. Possess time-management, problem-solving, and analytical skills.

**Minimum Qualifications:**

1. Bachelor's degree in an appropriate discipline.
2. Two years of related administrative experience.
3. Demonstrated administrative ability and leadership.

**Preferred Qualifications:**

1. Post-graduate degree in appropriate field.
2. Experience in corrections or human services field.
3. Experience supervising staff.

I am able to perform all the essential job functions:

\_\_\_\_\_ Without accommodations

\_\_\_\_\_ With accommodations (listed below)

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

