

## JOB POSTING

**POSITION:** Director

**LOCATION:** Perry Multi-County Juvenile Facility, 1625 Commerce Drive, New Lexington, Ohio 43764

[www.pmcjf.com](http://www.pmcjf.com)

**Position Description:** Makes operational decisions for the facility to the welfare of the residents, staff, program, operations and facility. Is responsible for the development, implementation and evaluation of the operations, treatment programming and personnel components.

**Education/Experience:** Combination of education and work experience, which provides the necessary skills and knowledge for successful performance of required duties. Qualifications are a Degree in Social Services, Psychology, Sociology, Social Work, or related field. Paid professional and progressively responsible experience in juvenile justice, administration, residential care, and experience in working with juvenile offenders and families. One year minimum supervisory or administrative experience. Must be 21 years of age, have possession of a valid Ohio Driver's License. All applicants must be able to pass required background check, drug screen, pass the Diana screen, and child abuse registry check.

**Salary:** Minimum Salary \$55,000 with comprehensive benefits package; negotiable depending upon successful candidate's education & experience

**Knowledge:** Comprehensive understanding of juvenile justice, community corrections, and social service delivery systems; residential care knowledge preferred. Modern principles, practices, and methods of adolescent behavior management, specifically evidence-based treatment programming in a juvenile correctional setting. Proper safety and security policies and regulations. Principles, practices, and methods of personnel management, organization, administration, fiscal practices and regulations, and training. Applicable federal, state, county, and local laws, regulations, ordinances, and policies. Reporting and information practices required by county, state and federal agency regulations.

**Skill:** Ability to communicate and present ideas effectively, orally and in writing; assessing operational, program and personnel needs; selecting, training, supervising, and evaluating assigned staff; planning, coordination, and assigning, the activities of staff and residents; defining problems, obtaining data, establishing facts, drawing valid conclusions, and taking appropriate action; dealing constructively with conflict and developing consensus, preparing meaningful, concise, accurate reports, and delegate task and assignments to subordinates for completion. Leadership skill set is a must.

**Job Duties:** The Director is required to exercise independent decision making in routine facility operational matters (i.e. personnel, residents, and program). Duties shall include, but are not limited to the following:

- Responsible for the development, implementation, management, and evaluation of daily operations and programs in accordance with ODYS, ACA and PREA standards. Assures facility compliance in all standards related to ACA, PREA, ODYS, ODE, and facility policy and procedures.
- Supervision of the Administrative Staff which includes: Assistant Director, Compliance Coordinator, Accounts Payable/Payroll Clerk, Clinical Coordinator, Maintenance Supervisor, Food Service Supervisor, and RCW Supervisors.
- Act as a liaison with participating courts and other community agencies.
- Performs interviews, hires new staff, and provides assistance with training and orientation.
- Assures the participation of residents and staff in all aspects of the program.
- Prepares and maintains various reports and records.
- Is on call 24 hours, 7 days a week, including holidays.
- Performs other duties as requested by the Perry Multi-County Juvenile Facility Governing Board.

**APPLICATION PROCESS:** Submit letter of interest, resume, and 3 professional references (*pdf format*) to:

[dougschonauer@coshocountynet.net](mailto:dougschonauer@coshocountynet.net)

by **September 24, 2021**