

LINN COUNTY CLASSIFICATION

TITLE: JUVENILE DETENTION MANAGER

NUMBER: 614

APPROVAL ORDER NUMBER: 2024-105

PAY RANGE: 22

DATE: MARCH 26, 2024

CATEGORY: MANAGEMENT/EXEMPT

GENERAL STATEMENT OF DUTIES/JOB OBJECTIVES: To plan, organize and supervise the activities, programs and care of juvenile offenders detained in Linn and Benton Counties 20-bed detention facility and perform a variety of professional and administrative duties covering all aspects of the detention facility operations.

SUPERVISION RECEIVED: Works under the general supervision of the Juvenile Department Director and Deputy Director who assigns work, establishes goals and reviews results for effectiveness through the analysis of performance, reports and conferences.

SUPERVISION EXERCISED: Exercises direct supervision over Detention Workers I, II and III, Licensed Practical Nurse (LPN) or Registered Nurse (RN), Detention Office Specialists I, II and III, Education Specialist and Transition Specialist. Provides supervision for Probation Officers I, II, III, Office Specialists I, II, III in the absence of the Program Manager/Office Manager.

ESSENTIAL FUNCTIONS: A person employed in this classification must possess the capability to perform the following duties to be considered for and remain in this position. The duties are essential functions requiring the critical skills and expertise needed to meet job objectives. Additional specific details of these essential functions may be provided by the specific office or department job announcement, if applicable.

1. Direct, organize and supervise the activities, programs and care of juvenile offenders in the detention facility; assist with the preparation of the annual budget for the detention facility in conjunction with the Director and management team and approve all purchases, monitor revenue, accounts receivable and receipt of contracts with the assistance of the Office Manager.
2. Assist the Director in managing the general performance of the department; perform administrative duties in the absence of the Director and Deputy Director including but not limited to guiding staff through problems and procedures related to the operation and quality of department work.
3. Provide individual guidance and instruction to Juvenile Detention Workers regarding juvenile behavior problems and appropriate treatment, casework problems, department policies and procedures and the interpretation of applicable laws.
4. Monitor the casework, reports and performance of Juvenile Detention Workers to insure adherence to established standards, practices, policies and procedures.
5. Provide daily office management and prepare reports, statistical information and correspondence; supervise the maintenance of department records and coordinate the development and implementation of office procedures.

6. Select, supervise, orient, train, assign work to, evaluate and discipline staff; participate in the resolution of grievances, work with employees to correct deficiencies and coordinate and supervise students and volunteers.
7. As part of the Juvenile Department Management Team, assist the Director to evaluate department operations and activities and recommend improvements and modifications.
8. Assist the Director in the development and implementation of department goals, objectives and policies and procedures; participate in the preparation and administration of department budget. Make recommendations in terms of the department's growth, programs, fleet and future forecasting.
9. Prepare and update program policies for detention facility; confer with Benton County on policies and procedures as they affect the youth from that county; confer with other counties on the status of juveniles from their county and confer with the Director on program policy. Answer inquires of the public involving policy decisions and confer with probation officers on individual problems of juveniles in the facility.
10. Responsible for addressing and monitoring all health, safety and security issues that relate to staff, juvenile offenders and/or the facility. Coordinate facility safety inspections as required. Respond to emergency situations and interact to diffuse aggressive situations and restrain combative clients when necessary.
11. Review all Critical Incident Reports submitted by all shifts to include viewing and saving all video of all physical restraints; provide for the maintenance of records necessary to the operation of the detention facility. Provide for the maintenance of the detention facility and contact maintenance personnel to repair problem areas.
12. Implement evidence-based programming and current best practices in management of a Juvenile Detention Center. Assign Prison Rape Elimination Act (PREA) Roles.
13. Coordinate education program services with the Juvenile Detention Education Program (JDEP) administered through the Oregon Department of Education (ODE).
14. Participate in selecting new personnel, provide for training, evaluate performance, respond to grievances and recommend personnel transactions to the Director or Deputy Director.
15. Perform on-call duties and office coverage as dictated by department on-call policy.
16. Coordinate all yearly inspections as required by law to include the Board of Commissioners, Grand Jury, Department of Corrections, Health Inspections and Fire Inspections. Provide tours for probation clients and local colleges and assist the Director in addressing the public regarding the detention facility.
17. Develop and maintain effective, harmonious and reasonable work relationships with others.

18. Maintain regular and predictable work attendance.

OTHER FUNCTIONS: This classification covers the most significant essential functions performed by an employee in this position but it does not include other occasional work which may be similar to, related to or a logical assignment of this position. Any one position in this classification may be assigned some or all of the duties listed under essential functions or that arise as other functions. The balance of the various duties, responsibilities and/or assignments of this position may change from time to time based upon management's decisions on how to best allocate resources. Any shift, emphasis or rebalancing does not constitute a change in the essential functions of the job classification.

RECRUITING REQUIREMENTS: (Additional specific details may be provided by the specific office or department job announcement, if applicable).

KNOWLEDGE, SKILL AND ABILITY: Considerable knowledge of corrections techniques and practices related to behavior in a juvenile detention setting; considerable knowledge of principles and practices of group management in juvenile offender supervision; knowledge of routine physical plant maintenance; ability to command respect and maintain discipline among juvenile offenders detained in the detention facility. Knowledge of juvenile court process and practices and the ability to interpret them to the public and other employees; ability to supervise employees and to promote effective working relationships with other agencies and the public and ability to review and evaluate performance of employees and address employee issues.

EXPERIENCE, EDUCATION AND TRAINING: Graduation from an accredited four (4) year college with major course work in corrections plus four (4) years of increasingly responsible experience in juvenile justice/detention dealing with juveniles, preferably including one (1) year in management of a detention or a group home facility or any satisfactory equivalent combination of experience, education and training which demonstrates the ability to perform the work described.

NECESSARY SPECIAL REQUIRMENTS: Must obtain certification through Oregon Juvenile Department Directors Association as Detention Worker within the first twelve (12) months of employment. Must possess, or be able to obtain within 30 days of hire, a valid Class C Oregon Driver's License and an acceptable driving record (this requirement may be modified under exceptional circumstances). Driving is required for County business on a regular basis to accomplish work. A person in this position must possess a valid driver's license and possess and maintain an acceptable driving record throughout the course of employment.

PRE-EMPLOYMENT – Must successfully pass an extensive background investigation including national finger print records check and must pass a pre-employment drug test.

PHYSICAL DEMANDS AND WORK ENVIRONMENT: Work is generally performed indoors in a detention facility environment and is essentially sedentary in nature. The work requirements include the ability to see, talk and hear, sit and stand and walk; use hands to finger, handle or operate objects, tools or controls; reach with hands and arms and to move or lift thirty (30) pounds. Some work assignments directly involve the safety and security of the detention facility and may require physically restraining angry and hostile juveniles. Occasional interactions with juveniles may involve physical contact and/or exposure to hostile attitudes. Participation in Defensive Tactics training and its use involving controlled defensive and offensive body movements including standing, twisting, bending, balancing, pushing, swinging, blocking, parrying and striking.