

**POSITION DESCRIPTION  
COUNTY OF LAPORTE, INDIANA**

**POSITION:** Assistant Director  
**DEPARTMENT:** Juvenile Services Center  
**WORK SCHEDULE:** As Assigned  
**JOB CATEGORY:** POLE

**DATE WRITTEN:** June 2006  
**DATE REVISED:** April 2016

**STATUS:** Full-time  
**FLSA STATUS:** Exempt

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. The County of LaPorte provides reasonable accommodation to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job, unless the accommodation would cause an undue hardship.

Incumbent serves as Assistant Director for the LaPorte County Juvenile Services Center, responsible for assisting the Director with establishing and implementing policy, monitoring the units of the facility, monitoring physical plant operations of the entire facility, and supervising and directing daily activities of Youth Specialist Workers, Counselors, Educational Coordinators, Nursing personnel, and Community Staff.

**DUTIES:**

Plans, directs, administers, and supervises activities of assigned staff. Prioritizes and delegates work assignments, establishes specific work goals, evaluates work performance, ensures proper completion of tasks and conformance with policy, maintains discipline, and recommends corrective action as warranted.

Assists Executive Director with development and implementation of facility policies and procedures. Conducts inspections of the entire facility to assure proper building security, including operating electronic door locks, monitoring radio communications, watching monitor; contacts Center personnel and/or law enforcement agencies in the event of an emergency.

Reviews incident/disciplinary reports concerning residents and juvenile detainees, assuring proper and effective resolution of conflicts and providing additional assistance and/or corrective action as appropriate.

Assists with the development of child care treatment plans, providing suggestions and recommendations for improvement.

Reviews incident/disciplinary reports concerning juvenile residents, assuring proper and effective resolution of conflicts and providing additional assistance and/or corrective action as appropriate.

Completes court reports accordingly.

Assists with providing security and discipline for assigned detainees as needed.

Collaborate with Trainer Facilitator in developing, coordinating, and/or conducting training sessions for direct care personnel in the entire facility and provides input for training materials and ensures compliance and documentation as mandated by applicable licensing and standards requirements. Ensuring that all assigned staff become and remain trained per standards of both facility and licensing standards.

Responsible for the development and implementation of the Master Schedule for all assigned staff, which should reflect/accommodate for training times for staff. This schedule should be shared with the Executive Director.

Coordinates intake process for all facility detainees/residents, ensuring detainees are appropriately placed within the facility according to facility and licensing standards. Remains responsible for ensuring that the facility is in compliance with census and staff to detainee/resident ratio standards as defined by licensing, administrative codes, and court orders. Communicated daily census status to Director for intervention as needed.

Ensuring that detainee medication is administered per facility policy and procedure.

Assisting in maintaining a cost effective quality service, specific to working to ensure a full staff roaster to minimize the use of overtime.

Responds to problems and emergencies, such as rule infractions, conflicts between detainees, attempted escapes, and illnesses. Takes appropriate action and/or disciplines detainees as appropriate.

Conducts intakes and alcohol and drug submissions for juvenile detainees when necessary, including taking and securing personal property, checking for potential weapons, and entering computer record information as required. Completes release documents and releases personal property to detainees accordingly.

Periodically analyzes unit workload, interviews candidates for job openings, makes hiring recommendations, and provides orientation for new employees. Recommends personnel actions, such as promotions, transfers, or demotions.

Performs a variety of management duties, as assigned by the Director, including assisting in preparation of annual reports, conducting organizational evaluations, conducting and attending meetings and participating in the grievance process and staff-management relations.

As assigned by the Director, incumbent participates in staff meetings, in-service training, and educational workshops/training seminars as required by the licensing agency or appropriate professional organization.

Serves on 24-hour call and responds to emergencies from off-duty status.

Performs related duties as assigned.

## **I. JOB REQUIREMENTS:**

Baccalaureate Degree and a minimum of one (1) year experience working directly with detainees in a secure/correctional child care facility, or a minimum of ten (ten) years working in a law enforcement/correction environment or an equivalent combination of education and experience.

Must be at least 21 years of age. Ability to meet all hiring requirements, including passage of a criminal background check, a medical exam, a drug test, and a tuberculosis (TB) test.

Possession of and ability to maintain possession of all required certifications and training requirements, including, but not limited to, CPR, first aid, biohazard, and therapeutic crisis intervention (TCI).

Knowledge of legal requirements and standard policies, practices, and general operations of the Center, with ability to apply appropriate procedures to ongoing operations accordingly.

Thorough knowledge of and ability to enforce the Center's rules and regulations and ability to effectively resolve conflicts and take authoritative action as situations demand.

Knowledge of juvenile criminal justice system and the juvenile code.

Knowledge of physical plant operations, including heating, plumbing, alarm, security, and other related systems and ability to maintain operations, prevent, and/or identify problems and take corrective action as needed.

Ability to plan, direct, administer, and supervise activities of assigned staff. Ability to prioritize and delegate work assignments, establish specific work goals, administer department policies, provide training, evaluate work performance, ensure proper completion of tasks and conformance with policy, maintain discipline, and recommend corrective action as warranted.

Ability to interview, make hiring recommendations, and recommend personnel actions, such as promotion, transfers, or demotions. Ability to apply knowledge of people/locations, plan/layout assigned work projects, and accurately complete required reports and documents.

Ability to properly operate standard office equipment, including computer, typewriter, calculator, copy machine, fax machine, and telephone.

Ability to provide public access to or maintain confidentiality of department information and records according to state requirements.

Ability to comply with all employer and department policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Ability to competently serve the public with diplomacy and respect, including occasional encounters with irate/hostile persons.

Ability to effectively communicate orally and in writing with co-workers, other County departments, juvenile detainees and their families, law enforcement agencies, mental health and social service agencies, and members of the general public in a courteous and tactful manner, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.

Ability to work alone with minimum supervision and with others in a team environment on several tasks at the same time, occasionally under time pressure.

Ability to understand, memorize, retain, and carry out written or oral instructions and present findings in oral or written form.

Ability to occasionally travel out of town for training.

Ability to serve on 24-hour call and respond to emergencies from off-duty status.

Ability to perform physical requirements of essential duties.

Possession of a valid Indiana driver's license and a demonstrated safe driving record.

## **II. DIFFICULTY OF WORK:**

Incumbent performs a wide variety of duties to assist the Executive Director in the administration of the facility. The administration of the facility and implementation of policies require consideration of many variables and interrelationships. Judgment is required to interpret guidelines and adapt practices and procedures appropriately, in order to maximize effective operations and ensure facility compliance with applicable laws, regulations, and guidelines.

## **III. RESPONSIBILITY:**

Incumbent's work substantially contributes to overall support services within the County. Most duties are performed according to general instructions and/or in conjunction with facility policies and guidelines. The incumbent works independently and may be required to make a variety of decisions pertaining to deviations from standard practices. Work is reviewed periodically for overall soundness of judgment and conformance with general goals and policy.

## **IV. PERSONAL WORK RELATIONSHIPS:**

Incumbent maintains frequent contact with co-workers, other County departments, juvenile detainees and their families, law enforcement agencies, mental health and social service agencies, and members of the general public for a variety of purposes, including providing supervision, enforcing rules and regulations, providing detainee information, and resolving conflicts and problems as needed.

Incumbent reports directly to the Executive Director.

## **V. PHYSICAL EFFORT AND WORK ENVIRONMENT:**

Incumbent performs majority of duties in a secure/correctional facility and in the field, including sitting/walking at will, lifting/carrying objects weighing over 50 pounds when restraining individuals, driving, close/far vision, depth perception, and hearing sounds/communication, and handling/grasping objects. Incumbent may be exposed to irate/hostile individuals and have to respond to situations involving potential physical harm to self and others.

Incumbent occasionally travels out of town for training. Incumbent serves on 24-hour call and responds to emergencies from off-duty status.

#### **APPLICANT/EMPLOYEE ACKNOWLEDGMENT**

The job description for the position of Assistant Director for the LaPorte County Juvenile Services Center describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description, and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements, and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined?

Yes \_\_\_\_\_ No \_\_\_\_\_

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Applicant/Employee Signature

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Date

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Print or Type Name