

CLASS TITLE:

**ASSOCIATE DIRECTOR, JUVENILE
CORRECTIONAL SERVICES**

Class Code: 02599700

Pay Grade: 41A

EO: A

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: Within the Department of Children Youth and Families, to be responsible for planning, developing, directing, coordinating, and administering a statewide community-based system of service delivery for juvenile offenders including temporary community placement, home confinement, reintegration, youth transition center, work release, and other related programs; and to do related work as required.

SUPERVISION RECEIVED: Works under the general administrative direction with wide latitude for the exercise of initiative and independent judgment; work is reviewed upon completion through conferences and reports, to ensure conformance with prescribed departmental standards.

SUPERVISION EXERCISED: Plans, directs, coordinates, supervises and evaluates the activities of professional and support staff engaged in carrying out a program of juvenile community correctional services.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

Within the Department of Children Youth and Families, to be responsible for planning, developing, directing, coordinating, and administering a statewide community-based system of service delivery for juvenile offenders including temporary community placement, home confinement, reintegration, youth transition center, work release, and other related programs.

To be responsible for reviewing, planning and implementing the mission of the department.

To participate in community-based corrections initiatives for the development and implementation of policies, protocols and procedures pertaining to juvenile community corrections programming.

To be responsible for the creation of work plans, protocols and procedures related to the day-to-day functions of the community-based corrections.

To be responsible for coordinating the juvenile community corrections program with other public and private services in the state and assess the value of community programs in meeting the needs of the department and its confined population.

To be responsible for the oversight and coordination of the activities of the Family Court Liaison Unit that monitor juvenile correctional cases in Family Court.

To coordinate with the State Family Court to ensure the implementation of new procedures and processes that can enhance communication between probation and the Court.

To review, develop and implement departmental restructuring efforts of the state's juvenile probation system of service to ensure the continuity and continuum of care.

To be responsible for overseeing the implementation of fact gathering, RISL, risk assessments, service plans and restorative justice measures.

To be responsible for evaluating best practice models of service delivery for juveniles and available grant opportunities for the division.

To develop training curriculums and present these models at informational workshops specific to stakeholder groups.

To be responsible for promoting, developing, and maintaining professional, correctional and rehabilitative standards.

To establish and conduct an effective public information and relations program.

To participate in collective bargaining and contract negotiations leading to the adoption of contractual agreements as well as enforce the provisions of labor contracts, resolve grievances, training, discipline, etc. in accordance with the personnel rules.

To be responsible for drafting memorandums of agreements, creating work plans and represent the department during grievances and arbitrations.

To coordinate the activities of the division's pre-service training committee.

To partner with agencies which offer day vocational training programs and services to juvenile on probation.

To maintain the intensive community re-entry group home program for youth exiting the RI Training School and returning to the community.

To negotiate with group homes, residential facilities and community based providers in order to implement the necessary changes in the services provided and the length of services.

To maintain and coordinate the reporting functions of the Youth Transition Center for juveniles on probation.

To assist in the preparation of the department budget.

To compile operational data, and prepare and present regular management reports with recommendations for specific actions to be taken to insure the efficient and effective operations of community corrections programs.

To compile and assess statistical data relative to the operations of community corrections programs and use it to determine the strengths, weaknesses, and overall effectiveness of the operations.

To do all related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge of the principles, practices and techniques applied to the rehabilitation of juvenile criminal offenders; a thorough knowledge of penology, community correctional programming, and the criminal justice system; a thorough knowledge of the laws affecting the rehabilitation of the individual in the correctional system; thorough knowledge of the sociological, psychological, education and health issues affecting the juvenile offender population; a thorough knowledge of the operations and protocols of community corrections facilities and programming; a thorough knowledge of community service programming; a thorough knowledge of basic math and statistics applied to public program management; a thorough knowledge of the management and supervision of employees; familiarity with the public sector budgeting process; a thorough knowledge of the principles and practices of administration and the ability to apply such knowledge to a state-wide community corrections program; the ability to assess program goals; skill in preparing and presenting verbal and written communications; the ability to analyze and draw meaningful conclusions from quantifiable data; skill in preparing and presenting effective public information materials; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: possession of a Master's Degree in Counseling, Psychology, Criminal Justice, Social Work, Public Administration, Education or similar degree from an accredited institution of higher education; and

Experience: Such as may have been gained through: employment in a highly responsible position for the management and direction of juvenile rehabilitative service programs in a public or private service organization;

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Revised: March 25, 2012