

**Allegan County
48th Circuit Court
Family Division**

Job Title: Director of Cheever Treatment Center

Reports to: Circuit Court Administrator

Summary

Plans, develops and coordinates multiple programs designed to meet the court, community, family and youths' needs. Oversees and coordinates delivery of effective services for youths and families in accordance with applicable practices, standards and regulations. Manages program, clinical, and teaching staff engaged in providing a safe, secure and therapeutic environment for residents. Manages the implementation and supervision of community based interventions with families.

Principal Duties & Responsibilities

1. Performs managerial functions of interviewing and hiring of staff, overseeing orientation and in-service training, assigning duties, evaluating performance and disciplining in accordance with court policy and labor agreements.
2. Ensures the facility remains in compliance with all federal, state and local statutes, regulations and guidelines for child care facilities.
3. Develops and implements policies and procedures for the effective delivery of programs and services to residents, and evaluates those programs and services to ensure they meet all applicable federal, state and local standards.
4. Assists in preparing proposed program and center budgets for administrative and judicial review and approval. Monitors approved budgets.
5. Develops criteria for evaluating potential program participants, and adjusts programming for unusual youth and family situations. Develops programming to meet special needs and coordinates the development and delivery of special programs with other agencies. Evaluates treatment decisions of staff.
6. Represents the court to area agencies and state and national organizations involved with the treatment of juvenile delinquents. Serves on interagency work groups and committees involved with delinquency treatment and services.

Other Duties of the Job:

Establishes rules of conduct and oversee the communication of them to all residents and staff.

Coordinates the resident's educational services with the teaching staff.

Coordinates the development and delivery of services between the Cheever Center, court, other agencies and programs, and others involved with youth and families.

Oversees and evaluates documentation, reports, goals, evaluations, logs, treatment plans, incident reports, payroll and budgets expenditures, discipline, training and census.

Assesses and recommends capital expenditure needs for effective programming and safety.

Develops training programs for staff and evaluates the effectiveness of the training.

Serves on multi-disciplinary teams to develop, monitor and modify treatment plans and to assess the needs and progress of the youth and their families.

Conducts staff meetings to explain, interpret and discuss policies, procedures and programming, and to address any security and/or treatment problems.

Assist staff with crisis situations.

Serves as an on-call Family Court referee one week monthly.

Performs other tasks as required.

The above statements are intended to describe the general nature and level of work being performed by a person in this position. They are not to be construed as an exhaustive list of all duties that may be performed by a person in this position.

Qualifications

Education: Bachelors degree in social sciences or human services field. Masters degree desirable.

Experience: Three to five years of professional experience in a child care facility, youth service field or other closely related setting.

Certification/Licensure: Valid Michigan Driver's License
First Aid/CPR training within six months of employment.
RTC, Practicum Instructor within three years of employment.

The duties, responsibilities and qualifications above are guidelines for selection purposes; alternative qualifications may be substituted if sufficient to perform the duties of the job.