



Montgomery County Juvenile Court

Judge Helen Wallace
Judge Julie Bruns
Court Administrator Eric Shafer



Job Title: Detention Program Manager

Department: Detention Services

Posting Closing: January 24th, 2025

Position Location: 380 W. 2nd St Dayton, OH 45422

Job Type: Full-time

Salary: \$36.78/hr or \$76,496.16/annually

Shift: Monday-Friday 8:30a-4:30 pm

BENEFITS

Insurance: Comprehensive Health, Dental, and Vision Insurance; \$60,000 in basic life and AD&D coverage;

Paid Time Off: Paid Vacation, Sick Leave, Personal Leave, and Parental Leave

Retirement: Employer contribution to the Ohio Public Employees Retirement System (OPERS); Voluntary Deferred Compensation Plans offered.

Other: Tuition Reimbursement

DISTINGUISHING JOB CHARACTERISTICS

Provide overall management, supervision, evaluation, and coordination of personnel and youth within facility. Provide ongoing management of the Housing Units (98 beds). Plan, implement, and analyze housing programs and their effectiveness. Work in collaboration with the Director, and other Program Managers, providing leadership to effectively manage the total operations of the Detention Center. Employee works an assigned shift and is on call at all times.

“In this position, you are an At-Will Employee serving at the pleasure of the Administrative Judge.”

QUALIFICATIONS

Master's Degree in criminal justice, counseling, social work or related field, with five years' experience and three of those years in a supervisory capacity working with youth in a juvenile justice or correctional setting; or a Bachelor's Degree in criminal justice, counseling, social work or other related field, plus 10 years' experience within a juvenile court system, and at least 5 years supervisory experience.

Ability to document identity and employment eligibility within three (3) days of original appointment as a condition of employment in compliance with Immigration Reform and Control Act requirements.

Interested candidates may apply online at <http://www.mcjcoho.org/job-openings/>

Human Resources, Montgomery County Juvenile Court, 380 W. Second Street, Dayton, OH 45422

Contact Info: hr@mcjcoho.org

AN EQUAL OPPORTUNITY EMPLOYER

POSITION DESCRIPTION
Montgomery County Common Pleas Court
 Juvenile Division

CLASSIFICATION TITLE: Detention Program Manager

FLSA STATUS	Exempt	EMPLOYMENT STATUS	Full-Time
EXEMPTION TYPE	Executive	REPORTS TO	Director of Detention
CIVIL SERVICE STATUS	Non- Classified	WORK SCHEDULE	40 Hours per week
PAY GRADE	A27	DEPARTMENT	Detention Services

DISTINGUISHING JOB CHARACTERISTICS

Provide overall management, supervision, evaluation, and coordination of personnel and youth within facility. Provide ongoing management of the Housing Units (96 beds). Plan, implement, and analyze housing programs and their effectiveness. Work in collaboration with the Director, and other Program Managers, providing leadership to effectively manage the total operations of the Detention Center. Employee works an assigned shift and is on call at all times.

ESSENTIAL DUTIES AND RESPONSIBILITIES

To perform this job successfully, an individual must be able to satisfactorily perform each essential duty listed below. Reasonable accommodations will be made for disabled persons, covered by the Americans With Disabilities Act, in accordance with its requirements.

Provide leadership to facility personnel in the performance of their job duties and responsibilities.

In collaboration with Supervisors, ensure that all facility policies, procedures, and practices are being followed through observation, presence, and leadership.

Review all Special Incidents, room monitoring reports, room confinement forms, daily shift inspection reports, and daily logs to ensure procedural compliance. Initiate investigation and corrective action when needed.

Provides direct supervision to staff and oversees weekly work schedules to ensure adequate staffing and supervision of the facility to ensure safety of youth, staff and visitors.

Investigate youth complaints, employee complaints, and personnel issues; administers discipline and/or make recommendations for discipline.

In collaboration with Supervisors, manages departmental evaluation process.

Provides and coordinate staff, volunteers, and intern student's orientation trainings, in-service trainings and professional development trainings.

Meet with Supervisors individually and collectively to review departmental activities & monitor procedural compliance.

Monitors disciplinary action imposed on the youth by the facility Hearing Officer.

Coordinates interviews and make recommendations to the Director for facility hiring.

Reviews existing facility policies and procedures, ensuring compliance with defined ACA/DYS/JDAI/PREA policies and procedures.

Coordinates special projects and monitors compliance with safety and security.

Responds to telephone calls from parents, and public agencies in regards to housing, visitation, policy/procedures, employment, and other inquiries as requested.

Assess and submits budget items for consideration and requisitions for supplies and equipment.

Acts as point of contact and oversees vendor contracts.

Provides tours and written information regarding Detention policies, procedures and special programs to professionals, agency staff and the general public.

Provide weekly reports to the Director to include, but not limited to, any personnel, housing, policy and procedural actions.

Work closely with the Public Works Supervisor in the coordination of maintenance, facility upkeep, and repair issues.

Participate in treatment team meetings to monitor performance and adherence of treatment delivery.

Collaborate with Detention Services Director and Management Team in planning and implementing facility safety and security plans. Assist in developing, updating, and maintenance of policies and procedures manuals, handbooks, and facility orientation lectures.

OTHER DUTIES AND RESPONSIBILITIES

Other duties as administratively assigned.

SCOPE OF SUPERVISION

Supervisors, Youth Soecialists, Facility Support Staff, Control Room Officers, Registered Nurse, Trained Medical Technicians, Hearing Officer, Quality Assurance Specialist, Custodial Workers, and Intake Staff.

EQUIPMENT OPERATED

Computer; printer; telephone; fax machine; copier; walkie-talkie; calculator; audio-visual equipment; hand cuffs; county vehicles; leg irons; keys; security camera, and other general office equipment.

CONTACTS WITH OTHERS

Detained youth; Parents and Guardians; Law Enforcement; Judges; Magistrates; Parole/Probation Officers; Counselors; Doctors; Caring for Kids; Clerks; Volunteers; Ministers; Interns; ADAMHS Board; MCJFS-CSD; Attorneys; Public Works, and Contractors.

CONFIDENTIAL DATA

Detained youth files; medical records; behavioral logs and documentation; non-public record information contained in personnel files.

WORKING CONDITIONS

Secure correctional facility, with some exposure to unruly and at times out of control resident populations. Possible exposure to blood, urine and other bodily fluids.

USUAL PHYSICAL DEMANDS

The following physical demands are typically exhibited by position incumbents performing this job's essential duties and responsibilities. These physical demands are not, and should not be construed to be job qualification standards, but are illustrated to help the employer, employee and/or applicant identify tasks where reasonable accommodations may need to be made when an otherwise qualified person is unable to perform the job's essential duties because of an ADA disability.

While performing duties of this job, the employee frequently sits for extended periods of time, and occasionally stands and walks. Employee converses verbally with others in person and by telephone. Vision demands include close, relatively detailed vision when using a computer screen.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of: Detention, Corrections, JCARE ART/STP, Certified housing and programming; Juvenile Court processes, policy and procedures; Supervisory principles; Counseling; Safety practices; Departmental Youth Services, JDAI and American Correctional Association Standards (ACA) governing juvenile detention centers; accreditation processes and management principles.

Ability to: Apply management principles to practical work situations; maintain good public relations as a Court representative; establish and maintain effective work relationships with associates and job contacts; maintain confidentiality of confidential and sensitive information; exhibit good organizational skills.

Skill in: Oral and written communication; leadership concepts and implementation, operation of computer programs especially JCS and Excel; application of department software programs; program planning and administration; Kronos timekeeping, management decision-making, First Aide; CPR, and other skills as necessary for promoting growth and development of staff members.

QUALIFICATIONS

Master's Degree in criminal justice, counseling, social work or related field, with five years' experience and three of those years in a supervisory capacity working with youth in a juvenile justice or correctional setting; or a Bachelor's Degree in criminal justice, counseling, social work or other related field, plus 10 years' experience within a juvenile court system, and at least 5 years supervisory experience.

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LICENSURE OR CERTIFICATION REQUIREMENTS

Valid State of Ohio Driver's License.

This job description in no manner states or implies that these are the only duties and responsibilities to be performed by the employee filling this position, who will be required to follow instructions and perform any duties required by the employee's supervisor or designee.