

**Director of Court Services and Program Development
Midland County**

The Director of Court Services and Program Development is responsible for oversight of the Probation Department (4 officers), the Day Treatment Program (7 Youth Development Workers and 1 supervisor).

All services to youth and families are evidence based and tailored specifically to target the criminogenic needs. The Probation Officers are trained in EPICS (Effective Probation in Community Settings) and use the YASI (Youth Assessment Screening Instrument) to determine risks and needs and to plan effectively for services and goals for the youth. Midland County is very fortunate to have outside providers that we collaborate with to best serve our youth and families.

The Day Treatment program is designed to provide evidence based interventions and programs for youth who have a YASI risk score of moderate to severe and are more likely to reoffend. The program offers evidence based family programs and evidence based cognitive behavior treatment (CBT) groups as well as youth and families are involved in CBT counseling with partnering agencies.

The following programs are delivered by court staff: Thinking for a Change, Aggression Replacement Training (3 components), Problem Solving, Social Perceptions, Advanced Skillstreaming, Family Ties, Strengthening Families, and Common Sense Parenting.

The court has worked with University of Cincinnati Institute (UCCI) to assess the program as it developed and was recently assessed in 2020.

All of the Court Services are currently involved in Strategic Planning with UCCI. Our strategic goals focus on Leadership, Treatment, Assessments, Behavior Management, and Human Resources. It is an exciting and dynamic time in our court.

The position will start January 1, 2021. If you have questions about the position, please call Michele Bell 989-837-6091.

Director of Court Services and Program Development

Under the general direction of the Juvenile Center Director/Deputy Court Administrator, serves as Assistant Director to the Juvenile Care Center, Director of the Day Treatment Program, Director of the 42nd Circuit Court Probation Department and Foster Care, Truancy and Intake Programs as well as direct supervisor of Circuit Court staff. Develops, designs, directs, trains, implements, and monitors evidence-based programming to provide a continuum of services from intervention to treatment of adjudicated juveniles and families involved with the Court. Gathers and tracks data on risk levels, interventions to assess effectiveness, and identifies new trends and practices in juvenile justice to ensure services are aligned to meet the needs of the community and Court.

Assists the Juvenile Center Director/Deputy Court Administrator with the administration and operation of the Juvenile Care Center, responds to staff and resident concerns and grievances, ensures adherence to

state and federal regulatory requirements, and oversees that program services are properly administered. Acts as Juvenile Center Director/Deputy Court Administrator in their absence.

Bachelor's Degree in adolescent development, family systems, social work, guidance and counseling, or related field and five years of progressively more responsible supervisory experience in a child care institution, detention or juvenile residential treatment facility. Valid Michigan Driver's License.

Thorough knowledge of the professional public management techniques involved in budgeting, strategic planning, personnel administration and resource management, and the ability to identify and implement new best practices. Thorough knowledge of the principles and practices of juvenile detention center administration, juvenile program development and implementation, and applicable local, state, and federal laws, and rules.

Considerable knowledge of Probate and Family Court rules, policies and procedures, basic accounting and budgetary principles, maintaining good public relations, and applicable local, state, and federal laws, rules, and regulations. Skill in assembling and analyzing data, preparing comprehensive and accurate reports, and formulating policy and service recommendations. Ability to respond to emergencies or service needs on a 24-hour basis.

Current salary range starting at \$26.68/hr progressing to \$34.69/hr (7 year progression) with a competitive fringe benefit package.

Submit a resume and Midland County application to: Midland County Human Resources 220 W. Ellsworth Street, Midland, MI 48640 or email HR@co.midland.mi.us You can obtain an application from our website and submit directly online at co.midland.mi.us or click [here](#). Application deadline: Position will remain open until filled.

MIDLAND COUNTY JOB DESCRIPTION

DIRECTOR OF COURT SERVICES AND PROGRAM DEVELOPMENT

Supervised By: Juvenile Center Director/Deputy Court Administrator

Supervises: Subordinate departmental employees as assigned

Position Summary:

Under the general direction of the Juvenile Center Director/Deputy Court Administrator, serves as Assistant Director to the Juvenile Care Center, Director of the Day Treatment Program, Director of the 42nd Circuit Court Probation Department and Foster Care, Truancy and Intake Programs as well as direct supervisor of Circuit Court staff. Develops, designs, directs, trains, implements, and monitors evidence-based programming to provide a continuum of services from intervention to treatment of adjudicated juveniles and families involved with the Court. Gathers and tracks data on risk levels, interventions to assess effectiveness, and identifies new trends and practices in juvenile justice to ensure services are aligned to meet the needs of the community and Court.

Assists the Juvenile Center Director/Deputy Court Administrator with the administration and operation of the Juvenile Care Center, responds to staff and resident concerns and grievances, ensures adherence to state and federal regulatory requirements, and oversees that program services are properly administered. Acts as Juvenile Center Director/Deputy Court Administrator in their absence.

Essential Job Functions:

An employee in this position may be called upon to do any of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

1. Designs, directs, maintains, and evaluates an evidence-based day treatment program that includes developing programming, policies and procedures, and training and implementation of evidence-based practices that target criminal risk factors and reduce risk areas associated with recidivism, and develops measurements to ensure fidelity to the models and policies. Supervises treatment plans, youth progress, and staff adherence to the plans and implementation.

2. Assigns or delegates responsibility for assignment of work, directs personnel, evaluates performance of all employees, and assures necessary training and professional development. Schedules and assigns staff, reviews and approves leave requests, ensures proper coverage, and authorizes overtime. Takes disciplinary action according to established procedures.
3. Trains Juvenile Care Center and Court staff in program models, behavior management techniques and best practices to meet the individual social, emotional, and behavioral needs of adjudicated adolescents and their families. Provides day-to-day involvement for professional staff development and interventions with youth and supervision for all probation cases in the Court.
4. Develops education and substance abuse treatment programs for youth in detention and supervises the implementation with contracted providers. Responsible for writing grants, securing funds, and conducting monthly meetings with providers to monitor progress.
5. Researches, develops, designs, implements, manages, and monitors new programs, opportunities, and interventions requiring collaboration with local agencies and other states that effect positive changes in parents, families, and adjudicated youth in the Court. Writes grants to secure funding for such programs.
6. Assists the Juvenile Center Director/Deputy Court Administrator in managing the budget for the Juvenile Care Center and promoting services the Center offers to community agencies, groups, and other divisions of the Court, including conducting presentations at state conferences, other groups and counties, and arranging Center tours.
7. Responsible for ensuring that regulatory and licensing requirements for the Center are being adhered to. Assists the Juvenile Center Director/Deputy Court Administrator with all responsibilities and duties for the facility. Acts as Juvenile Center Director/Deputy Court Administrator in the absence of the Juvenile Center Director/Deputy Court Administrator.
8. Provides oversight of the day treatment counseling program and Title 1 funds for substance abuse treatment in detention. Provides supervision of the probation, foster care, truancy and intake programs. Develops and manages policies and procedures, collaborates with outside agencies to provide services vital to the rehabilitation of the families. Oversees foster care homes, ensuring adherence to state licensing requirements and polices, and investigates complaints and provisions of the respite foster care program.
9. Conducts multi-collaborative team treatment planning meetings for youth in day treatment, including meeting with psychologists, therapists, day treatment staff, probation officers, parents, teachers, and youth. Participates in community-based collaborative meetings for youth and their families. Monitors patterns of behaviors, and designs behavior interventions, modifications, contracts, and privileges.
10. Conducts individual case planning sessions and approves court documents and recommendations for probation officers for all Court adjudicated youth. Monitors and approves individualized treatment case plans for all youth in day treatment. Assesses youth for appropriateness for day treatment intervention. Reviews counseling reports from outside agencies/therapists to ascertain progress and congruency with Court treatment goals.

11. Conducts individual family team meetings when a higher level of intervention and collaboration with the family is necessary following a crisis in the home or lack of improvement with behavior and family adherence to treatment plans.
12. Researches and develops opportunities in the community for programming and educational experiences in collaboration with outside agencies. Continually analyzes the latest data and research reports on juvenile delinquency and evidence base programming to monitor trends and effects it will have on the Court or need for training for staff. Explores creative methods to enhance, offer, and pay for new services to fit the treatment and pro-social needs of the youth and their families.
13. Oversees the educational program for day treatment, which includes functional supervision of activities, policies, and behavioral interventions for Midland Public School teachers as well as closely works with the Midland Public School Principal. Meets with area high school principals or assistant principals to develop individualized plans for each youth returning back to their neighborhood or other designated high school from day treatment.
14. Oversees the collaborative effort with Community for Mental Health of Central Michigan for the Community Mental Health Intervention Program. Serves on boards and leads other programs.
15. Serves as liaison with law enforcement, prosecuting attorney's office, and numerous other community agencies and schools to provide services for youth and their families.
16. Provides 24 hour 7 days a week on-call support by telephone and in person, as required by crisis and emergency situations.
17. Performs other duties as required.

Required Knowledge, Skills, Abilities and Minimum Qualifications:

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

Requirements include the following:

- Bachelor's Degree in adolescent development, family systems, social work, guidance and counseling, or related field and five years of progressively more responsible supervisory experience in a child care institution, detention or juvenile residential treatment facility.
- The County, at its discretion, may consider an alternative combination of formal education and work experience.
- Michigan Vehicle Operator's License.

- Thorough knowledge of the professional public management techniques involved in budgeting, , strategic planning, personnel administration and resource management, and the ability to identify and implement new best practices.
- Thorough knowledge of the principles and practices of juvenile detention center administration, juvenile program development and implementation, and applicable local, state, and federal laws, and rules.
- Considerable knowledge of Probate and Family Court rules, policies and procedures, basic accounting and budgetary principles, maintaining good public relations, and applicable local, state, and federal laws, rules, and regulations.
- Skill in assembling and analyzing data, preparing comprehensive and accurate reports, and formulating policy and service recommendations.
- Skill in effectively communicating ideas and concepts orally and in writing and making presentations in public forums.
- Ability to establish effective working relationships and use good judgment, initiative and resourcefulness when dealing with County employees, contractors to the County, representatives of other governmental units, professional contacts, elected officials, juveniles and their families and the public.
- Skill in the use of office equipment and technology, including Microsoft Suite applications and court-related software and the ability to master new technologies.
- Ability to respond to emergencies or service needs on a 24-hour basis.

Physical Demands and Work Environment:

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to communicate in person and by telephone, read regular and small print, view and produce written and electronic documents, and enter data on a computer keyboard with repetitive keystrokes. The employee must be mobile in an office setting, stand, sit, stoop and kneel, use hands to finger, handle, or feel, and reach with hands and arms. The employee must lift or push/pull objects of up to 15 lbs. without assistance. Accommodation will be made, as needed, for office employees required to lift or move objects that exceed this weight.

The typical work environment of this job is within the juvenile facility where the noise level varies between quiet and loud.