



Grand County

Job Description

Title:	Children's Justice Center Director	Job Code:	1305
Division:	Children's Justice Center	Effective Date:	9/2017
Department:	Attorney	Last Revised:	

GENERAL PURPOSE

Performs a variety of **professional, managerial, general administrative, and supervisory duties** related planning, organizing, coordinating, and directing the operations of the Children's Justice Center.

SUPERVISION RECEIVED

Works under the general guidelines of the Grand County Attorney.

SUPERVISION EXERCISED

Provides close and general supervision to Center Staff and interns or volunteers.

ESSENTIAL FUNCTIONS

Management and Administration: Manages all aspects of the Children's Justice Center which includes, but is not limited to, budget administration, administering programs to be in compliance with policy, state statutes, and laws; record keeping; inventory controls; record keeping; and monthly billings. Documents services to clients for reports and billing purposes.

Develops, implements, and evaluates support center programs for the delivery of service; evaluates new programs; researches possible new programs for the center. Ensures the programs are meeting and exceeding all laws and guidelines.

Researches and writes grants. Ensures the center receives and maintains licenses and certifications for operations. Monitors grants to ensure the center programs and activities are in compliance. Prepares and submits all reports required by policy and law.

Professional Services: Provides in crises services, clinical intervention, advocacy, and referrals for clients and families.

Helps destitute families receive temporary assistance. Coordinates and schedules allied agencies involved with child abuse investigations; facilitates interagency collaboration and participation.

Public/Departmental Relations: Ensures positive public relations for the center and acts as the liaison to other coordinating agencies. Educates the public, community, outside and inside agencies, and legislators regarding child abuse issues and problems.

Coordinates and manages the meetings and events with inter-local agencies, Organizes and coordinates special events to support the center. Provides training and public speaking to allied agencies and the community. Serves as a member on community committees and networks with allied agencies to support protocols and best practices and methods.

Staffing & Personnel Management: In conjunction with the Personnel Services Director, County Attorney and Commission Administrator, recruits, hires, disciplines, and dismisses department employees; assigns personnel and equipment to maintain scheduled operations; oversees the training of personnel in the operation of equipment; establishes priorities for equipment repair and purchase; oversees record keeping of all work performed, hours worked by individual employees, time records for departmental payroll, leave records, etc..

MINIMUM QUALIFICATIONS

1. Education and Experience:
 - A. Graduation from college with a Bachelor's degree in Social Work, Psychology, or a related field.
 - AND
 - B. Four (4) years of progressively responsible work experience related to the above.
 - OR
 - C. An equivalent combination of education and experience.

2. Knowledge, Skills, and Abilities:

Considerable knowledge of principles, practices, and functions for accessible respite care and education; child abuse investigations; child abuse investigation techniques and best practices for child abuse laws; social casework principles; crises intervention theory and techniques. Social Service systems including protective service programs and procedures. Effective interviewing methods, principles, and techniques. Effective training and supervision of staff. Networking, public relation, committee leadership, and participation. Current and pending legislative issues that affect operations. **Working knowledge of** procedures and techniques of budgeting preparation and administration. Principles and practices of supervision, training, and performance management.

Skill in the use of office equipment, working with families and children in crises, public speaking and educating the public and community about child abuse.

Ability to communicate effectively orally and in writing. Supervise, train, and evaluate employees. Maintain records and prepare reports. Establish and maintain effective working relationships with employees and other community agencies. Recognize and maintain confidentiality. Respond quickly, appropriately, and effectively to crisis situations. Function independently and work with various economic and social backgrounds. Build collaboration and cohesion among and between agencies using the center.

3. Special Qualifications:

Must be able to pass a background investigation. Must possess a current Utah driver's license. Must pass a pre-employment drug screening. Must obtain a CPR and First Aid certification.

4. Work Environment:

Potentially stressful situations in daily work. Tasks require a variety of physical activities not generally involving muscular strain. Physical demands may occur in activities related to walking, standing, stooping, sitting, reaching, etc. Talking, hearing and seeing required in the daily performance of job duties. Occasional exposure to environmental hazards resulting from on-site project inspections. Mental application utilizes memory for details, emotional stability and discriminating thinking and creative problem solving. Periodic travel required in course of performing portions of job functions.

Disclaimer: The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I _____ have reviewed the above job description. Date _____

(Employee)