

**State of Michigan
Civil Service Commission**
Capitol Commons Center, P.O. Box 30002
Lansing, MI 48909

Position Code

1. SSDIVADMB48N

POSITION DESCRIPTION

This position description serves as the official classification document of record for this position. Please complete the information as accurately as you can as the position description is used to determine the proper classification of the position.

2. Employee's Name (Last, First, M.I.)	8. Department/Agency MDHHS-INSTITUTIONS
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) Juvenile Justice Bureau
4. Civil Service Position Code Description Social Services Division Admin	10. Division Juvenile Justice
5. Working Title (What the agency calls the position) Residential Juvenile Justice (JJ) Facility Director	11. Section
6. Name and Position Code Description of Direct Supervisor HOUSE, ERIN; STATE BUREAU ADMINISTRATOR	12. Unit
7. Name and Position Code Description of Second Level Supervisor CLICK, TIM; INTERIM SENIOR DEPUTY DIRECTOR	13. Work Location (City and Address)/Hours of Work Macomb Michigan Youth Treatment Center (MYTC) 400 N. Rose St., Mt. Clemens, MI. /Varies

14. General Summary of Function/Purpose of Position

The Director provides overall leadership, administration, and operational oversight of a secure youth justice treatment facility serving male youth ages 12–20. The facility operates 24 hours per day, seven days per week, 365 days per year, and is licensed as a child caring institution.

The Director is responsible for leading a safe, secure, trauma-informed, and treatment-focused environment where youth and staff feel respected, supported, and accountable. The program provides comprehensive therapeutic, psychiatric, educational, vocational, and re-entry services designed to meet the complex needs of youth in care.

The Director oversees facility operations, budget administration, regulatory compliance, program quality, and the supervision of more than 40 professional staff across three shifts. This position ensures the facility maintains a cohesive treatment philosophy that promotes safety, dignity, cultural responsiveness, and positive youth development.

The Director is expected to provide strong executive leadership in a secure residential setting, support staff development and accountability, ensure compliance with child caring institution licensing requirements, and advance the program's mission of equipping youth with the skills, stability, and support needed for long-term success.

15. Please describe the assigned duties, percent of time spent performing each duty, and what is done to complete each duty.

List the duties from most important to least important. The total percentage of all duties performed must equal 100 percent.

Duty 1

General Summary:

Percentage: 30

Administration

Individual tasks related to the duty:

- Provide overall leadership and supervision for ongoing operations.
- Ensure that consistent and comprehensive rehabilitation treatment is delivered to each resident through coordinated interventions by all levels of staff.
- Develop an overall mission and goals which are consistent with the Department's mission/goals.
- Ensure youth receive appropriate educational opportunities, counseling and emotional development to make them responsible citizens and reduce recidivism.
- Coordinate and oversee program evaluations to ensure integrity and consistency of applications.
- Ensure that data processing is an integral part of the operation for the purpose of efficiency and accountability.
- Ensure safety and security for the staff, youth, and overall facility.

Duty 2

General Summary:

Percentage: 25

Supervision

Individual tasks related to the duty:

- Select, supervise and evaluate professional-level staff who report directly to the Director.
- Set staffing standards for overall operations at the facility.
- Define roles and responsibilities of subordinates.
- Develop expectations and performance standards.
- Monitor use of overtime to ensure union requirements are met and staff are treated fairly.
- Take disciplinary action when necessary.
- Participate in union negotiations; resolve labor-management discrepancies; administer union contracts; and ensure union rules and state and federal laws are adhered to in hiring, disciplinary action, and promotions.
- Troubleshoot and initiate corrective actions when programs and systems fail to operate as expected.
- Oversee the training and development of professional staff to enhance performance and prepare them for advancement opportunities and lead Continuous Quality Improvement efforts by participating or leading staff training.
- Utilize volunteer and student resources as a service for future recruitment.
- Actively support and promote equal opportunity objectives.

Duty 3

General Summary:

Percentage: 15

Budget and Finance

Individual tasks related to the duty:

- Prepare management plan and budget requirements consistent with DTMB and DHHS direction, recognizing special needs and requirements of the facility.
- Develop a supportive rationale for the budget and be prepared to defend costs at budget hearings.
- In the event of emergencies or shortfalls, develop, allocate and monitor the use of funds appropriated to ensure accountability.
- Authorize payment for major purchases and establish chargeable rates for State services.

Duty 4

General Summary:

Percentage: 10

Special Assignments

Individual tasks related to the duty:

- Participate in, and chair executive deliberations on issues, problems and strategies related to juvenile delinquency.
- Protect juvenile's rights; and ensure quality service delivery and fair treatment of youth and their families.
- Represent MYTC and the Juvenile Justice Programs at internal and external meetings, seminars and hearings.

- Serve on boards, committees and task forces as required.
- Respond to media/public/government inquiries regarding program initiatives consistent with departmental Communications policy.
- Keep management informed of unusual events, relationships with county offices, Department of Education and local school districts, private residential care facilities and people in the community.
- Make regular contact with community people including local government officials, county office officials, law enforcement agencies, juvenile courts, Department of Education and local school districts, wards and their families, legislators, and other local, state and federal government officials.
- Establish a community board of involved and concerned citizens to assist with community events, communication and youth activities.

Duty 5

General Summary:

Percentage: 10

Program Oversight

Individual tasks related to the duty:

- Provide administrative oversight of facility contracts for mental and medical health services.

Duty 6

General Summary:

Percentage: 10

Program Development

Individual tasks related to the duty:

- Ensure that staff understand, adhere to and use recognized and approved child caring techniques.
- Ensures that facility program is well organized and structured for residential treatment, crisis intervention, and community protection.
- Provide administrative oversight for policy development, implementation, and compliance.
- Develop and implement constructive educational programs in conjunction with the facility school.
- Ensure and monitor conformity with PA 116 Child Welfare Licensing.
- Implement corrective action consistent with available resources and supports.
- Ensure that essential operational supports are available and delivered (food service, medical care, clinical care, plant management, and procurement, etc.).
- Ensure that all youth receive behavioral, educational, medical/dental, and family treatment evaluations.
- Direct and oversee education of youth by professional staff and coordinate return of youth to local school districts or other appropriate educational or employment opportunities upon their release.

16. Describe the types of decisions made independently in this position and tell who or what is affected by those decisions.

As facility director, most decisions relating to daily operations and long-term planning within budgetary limits and policy guidelines are made independently. All staff and youth are affected by these decisions as well as the safety of the community. Day-to-day assignments are self-determined. Outside of policy and established practices, guidelines and instructions are not always available for daily decisions.

17. Describe the types of decisions that require the supervisor's review.

Overall assignments are made by the Juvenile Justice Programs Director. The supervisor is consulted in cases that have major policy or public relations ramifications for the Department of Health and Human Services, including those that potentially will be controversial or may attract media attention.

Decisions requiring an increase in budgetary allocation, staff allocation or deviation from division policy require supervisory review.

18. What kind of physical effort is used to perform this job? What environmental conditions in this position physically exposed to on the job? Indicate the amount of time and intensity of each activity and condition. Refer to instructions.

The person serving in this position is exposed to dangerous adolescents; the job can be stressful and frequently requires flexible and extended work hours. The position requires on-call availability for emergencies. Position may require the ability to conduct crisis intervention and de-escalation techniques, including physical management of youth.

19. List the names and position code descriptions of each classified employee whom this position immediately supervises or oversees on a full-time, on-going basis.

<u>NAME</u>	<u>CLASS TITLE</u>	<u>NAME</u>	<u>CLASS TITLE</u>
	CLINICAL SOCIAL WORK MGR-2 13		CLINICAL SOCIAL WORK MGR-2
	DEPARTMENTAL ANALYST-E 9		EXECUTIVE SECRETARY- E E10
	REGISTERED NURSE-E P11		
	YOUTH RESIDENTIAL DIRECTOR-3 14		

Additional Subordinates

20. This position's responsibilities for the above-listed employees includes the following (check as many as apply):

- | | |
|--|---|
| ☒ Complete and sign service ratings. | ☒ Assign work. |
| ☒ Provide formal written counseling. | ☒ Approve work. |
| ☒ Approve leave requests. | ☒ Review work. |
| ☒ Approve time and attendance. | ☒ Provide guidance on work methods. |
| ☒ Orally reprimand. | ☒ Train employees in the work. |

21. Do you agree with the responses for items 1 through 20? If not, which items do you disagree with and why?

Yes - new position

22. What are the essential functions of this position?

Maintaining a fully-licensed, high-quality child caring facility whose mission is to provide a psychologically and physically safe environment which promotes delinquency-free lifestyles and family reunification.

23. Indicate specifically how the position's duties and responsibilities have changed since the position was last reviewed.

New position

24. What is the function of the work area and how does this position fit into that function?

The function of the work area is to provide residential treatment services for adjudicated youthful offenders. The position functions as the director who acts independently in managing the overall operations of the facility.

25. What are the minimum education and experience qualifications needed to perform the essential functions of this position.

EDUCATION:

Possession of a bachelor's degree in any major.

EXPERIENCE:

Social Services Division Administrator 17

Two years of professional experience equivalent to an Equitable Classification Plan (ECP) Group Three manager.

KNOWLEDGE, SKILLS, AND ABILITIES:

As listed on the Civil Service job specification. In addition:

- Knowledge of a continuum of care for delinquent youth, including behavioral, mental health and educational services.
- Knowledge of secure residential care operations, including fiscal management, staffing, facility maintenance, rehabilitative treatment interventions, human resources management.

- Knowledge of safety and security procedures.

The MDHHS mission is to provide opportunities, services, and programs that promote a healthy, safe, and stable environment for residents to be self-sufficient. We are committed to ensuring a diverse workforce and a work environment whereby all employees are treated with dignity, respect and fairness.

CERTIFICATES, LICENSES, REGISTRATIONS: None

NOTE: Civil Service approval does not constitute agreement with or acceptance of the desired qualifications of this position.

I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.

Supervisor

Date

TO BE FILLED OUT BY APPOINTING AUTHORITY

Indicate any exceptions or additions to the statements of employee or supervisors.

N/A

I certify that the entries on these pages are accurate and complete.

Appointing Authority

Date

I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.

Employee

Date