

**State of Michigan
Civil Service Commission**

Capitol Commons Center, P.O. Box 30002
Lansing, MI 48909

Position Code

1. YOURDIR3

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)
4. Civil Service Position Code Description Youth Residential Director-3	10. Division
5. Working Title (What the agency calls the position) Youth Residential Director 14 - JJ Facility Program Manager	11. Section
6. Name and Position Code Description of Direct Supervisor VACANT; SOCIAL SERVICES DIVISION ADMIN	12. Unit
7. Name and Position Code Description of Second Level Supervisor STOHRER, HOLLY L; STATE OFFICE ADMINISTRATOR	13. Work Location (City and Address)/Hours of Work / Various

14. General Summary of Function/Purpose of Position

Position assumes and maintains responsibility for the administration and programming of all program areas in the Juvenile Justice (JJ) facility - a residential facility for housing adjudicated, delinquent adolescent youth. This position directs the respective facility program management team in the day-to-day activity surrounding the most difficult youth and oversees the delivery of specialized detention/treatment programming. Evaluates training needs, provides and monitors staff training activities, provides technical expertise and direction in strengthening the case management process and team primacy. Positions functions as the Deputy Director for the facility and is the only program management position in the facility.

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: 50

Oversee the operation of treatment programs; (General Offender/Mental Health, Substance Abuse, and Sex Offender), and detention. Provide first line supervision to the Group Leaders and Shift Supervisors.

Individual tasks related to the duty:

- Monitor the planning and progress of all youth within the treatment program.
- Holds keys to the medication cabinets and has access to controlled substances.
- Provide first line supervision and technical assistance to the Group Leaders and Shift Supervisors.
- Procure and oversee any outside resources that may be needed to aid in treatment.
- Oversee the reintegration of youth back into the community once they have completed their program.
- Attend weekly team meetings.

Duty 2

General Summary:

Percentage: 40

Direct the work of the first line supervisors.

Individual tasks related to the duty:

- Maintain ongoing communication and collaboration with Shift Supervisors on all shifts.
- Provide on call supervision and consultation.
- Arrange for and provide ongoing training.
- Point out areas of concern and discuss strategies to address issues.
- Educate first line supervisors on policy.
- Aid first line supervisors in dealing with union-management issues.

Duty 3

General Summary:

Percentage: 10

Oversee JJ facility adherence to policy and procedures.

Individual tasks related to the duty:

- Stay up to date on latest policy changes.
- Participate in the preparation of standard operating procedures.
- Form committees to discuss how to meet policy requirements.
- Ensure that all staff have an understanding of policy and what is expected.

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

Program Manager is required to exercise independent judgment for all aspects of the treatment programs. Expectation to make decisions affecting the youth and families within the program under the general guidance of the Center Director.

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

When policy/procedures are unclear and would need management review. Decisions impacting other Juvenile Justice facilities, JJ Office, internally and externally.

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.

Employees are subject to the physical and emotional behavior of the youths. Some jobs require an employee to work in adversarial situations. Some jobs require an employee to work in a hostile environment.

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.

Additional Subordinates

To established - Youth Specialist Supervisors, Clinical Social Worker, Registered Nurse

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

- | | |
|--|---|
| <input checked="" type="checkbox"/> Complete and sign service ratings. | <input checked="" type="checkbox"/> Assign work. |
| <input checked="" type="checkbox"/> Provide formal written counseling. | <input checked="" type="checkbox"/> Approve work. |
| <input checked="" type="checkbox"/> Approve leave requests. | <input checked="" type="checkbox"/> Review work. |
| <input checked="" type="checkbox"/> Approve time and attendance. | <input checked="" type="checkbox"/> Provide guidance on work methods. |
| <input checked="" type="checkbox"/> Orally reprimand. | <input checked="" type="checkbox"/> Train employees in the work. |

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

Yes

23. What are the essential functions of this position?

The essential duties of this position are as follows:

- The Program Manager 14 will supervise assigned first-line supervisors and staff on a daily basis. Responsibility for the specialized detention/treatment programs for the JJ facility.
- Substitute in the absence of the Facility Director

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

New position

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

The Treatment/Clinical Services: These responsibilities cover the detention and treatment milieu of the residents in the JJ facility.

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

EDUCATION:

Possession of a master's degree in social work, psychology, education, guidance and counseling, sociology, criminal justice, or human services.

EXPERIENCE:

Youth Residential Director 14

Three years of professional experience in youth services work equivalent to the experienced (P11) level or one year equivalent to a Youth Residential Director 13.

Alternate Education and Experience

Youth Residential Director 14

Possession of a bachelor's degree and three years of experience equivalent to a Youth Specialist Supervisor 11 may be substituted for the education and experience requirement.

KNOWLEDGE, SKILLS, AND ABILITIES:

Please refer to the Civil Service Job Specification.

Knowledge in child development and JJOLT.

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.

None

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

CANDACE EWING

3/9/2025

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