

PROGRAM COORDINATOR (YOUTH DETENTION SERVICES)

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision an incumbent of this position is responsible for the overall administration of Woodfield Cottage Secure Detention Facility and the installation, monitoring and control of related policies and procedures. An incumbent in this position is also responsible for the custody and supervision of the juveniles remanded to the facility, pending disposition by the Judge of Family Court. This position monitors program design and coordinates implementation to ensure adherence to New York State and Westchester County Policies and Regulations and Family Court Law. Incumbents may be required to be "on call" during off duty hours to ensure the proper operation of the department. Supervision is exercised over all employees and youths assigned to Woodfield Cottage.

EXAMPLES OF WORK: (Illustrative Only)

Manages the secure detention program by planning parameters, and organizing and directing implementation in order to ensure adherence to New York State regulations, Westchester County policies, and New York State Family Court Law;

Monitors Detention Program design to ensure adherence to New York State regulations and Westchester County policies;

Organizes an individual program of educational and recreational activities and counseling designed to fit the needs and capacities of each child assigned to Woodfield;

Confers with staff on the progress of each child and makes changes in individual programs as needed;

Confers with probation officers, local police officers and relatives concerned with children, as required;

Maintains statistical and social records;

Conducts and responds to reports, audits and studies related to the program area;

Identifies and requests needed resources for the facility to comply with State and local mandates regarding facility operations;

Organizes and implements a staff training program;

Plans, coordinates and evaluates the work of assigned professional, paraprofessional and clerical personnel;

Assists in preparation of the budget for the assigned area.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of the juvenile criminal justice and detention systems with particular emphasis on current trends in the field; thorough knowledge of applicable laws, rules and regulations as they relate to the program; thorough knowledge of applicable laws, rules and regulations as they relate to the program; thorough knowledge of the department's organization, policies, procedures and objectives as they relate to the assigned program; thorough knowledge of Child Guidance principles, practices and techniques as applied to acute behavior problems; thorough knowledge of institutional or group residence management; ability to organize and maintain a program of education, recreation, and guidance for delinquent or disturbed children; ability to plan, coordinate, evaluate and direct the work of assigned professional, paraprofessional and clerical staff; resourcefulness; integrity; initiative; tact; sound professional judgement; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: A Bachelor's degree* and six years of experience in juvenile detention or juvenile institutional systems operation which must have included two years of experience in a management or administrative position with responsibility for policy operations, policy formulation or program development in the field of juvenile detention or juvenile institutional systems.

SUBSTITUTIONS: A Master's degree* in Social Work, Public Administration, or Juvenile Justice may be substituted for the above experience at the rate of 30 credit hours per year for up to two years. There is no substitute for the two years of specialized experience.

SPECIAL REQUIREMENTS: Candidates must receive a satisfactory clearance issued both by the New York State Central Register of Child Abuse and Maltreatment and the New York State Division of Criminal Justice Services prior to appointment. All new appointees and all incumbents must pass an annual medical examination in accordance with the required guidelines established by the New York State Division for Youth.

*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Education Department as a post-secondary, degree-granting institution.