All applicants must complete an application to be considered - those submitting resumes only will not be considered.

Circuit Court Of Jackson County, Missouri

Vacant Position

Date: 08/17/2010
Posting No.: 058

EXTENSION

Position Title:	**Manager, Residential Facilities**	**Position No.:**	**9684**
Department:	**Residential Services - Hilltop - Administration**		
Work Location:	**301 NW Gregory Boulevard - Lee's Summit MO**		
Work Hours:	**8:00 a.m. - 5:00 p.m. Monday thru Friday**		
Salary:	**County Paid Position - Exempt Grade C 9 - $1784.80 Bi-weekly**		

Salary Range For Internal/Rehire Applicants: 1784.80 - $2676.80 Bi-weekly

Application for Employment may be obtained in Human Resources, 415 East Twelfth Street, 10th Floor, Kansas City, MO 64106 or at the Web Address: **www.16thcircuit.org.** Fax No.: 816-881-3229. E-Mail Address: **Jobs.16thCircuit@courts.mo.gov** Employment Specialist: **Gail Cox**. Information regarding job vacancies may also be obtained by calling the **Job Information Line at 816/881-3470.** Applicants for clerical positions which require skill testing must be tested for consideration. ALL CURRENT EMPLOYEES APPLYING FOR THESE POSITIONS MUST SUBMIT AN INTERNAL APPLICATION FORM TO HUMAN RESOURCES.

Applications must be received by Human Resources no later than 05:00 PM on 09/10/2010

POSITION PURPOSE AND EXAMPLES OF WORK:

To manage the efficient operation and development of youth treatment facilities and comprehensive services and programs relative to specific habilitative and rehabilitative needs. Plan, direct and monitor the efficient operation and development of youth treatment facilities, plans, programs and services designed to meet specific habilitative and rehabilitative needs of troubled youth and families; develop and implement operational policies and procedures; forecast future intermediate and long term needs and objectives in order to develop, recommend and implement methods of attainment; advise, assist and consult with supervisor to formulate, implement and sanction policies and procedures; utilize a management reporting system to monitor and improve the quality and quantity of work and services provided which include the effective use of human, physical fiscal and time resources, attainment of objectives and budget development and execution; provide direction, guidance and training staff in all aspects of youth and family treatment plans and programs; recognize, investigate and resolve a variety of administrative problems; identify and establish working relationships in order to utilize, to enhance or provide specialized services or treatment; ensure and provide for the safety and security of youth and staff; compose and review a variety of routine and non-routine reports, narrative and other documents; conduct staff meetings; investigate and resolve staff disciplinary matters, or recommend appropriate action; participate in interview process and make, approve or deny hiring recommendations; assess staff performance; ensure the proper completion and retention of unit records; attend meetings, seminars and training; prepare annual operating budget and monitor expenditures; attend and testify in Court; perform public speaking; maintain a current knowledge of treatment and case management trends in the Juvenile Justice field; receive calls during off duty hours and respond to problems as required, which may involve return to work site; and perform related work as required.

MINIMUM EDUCATION AND EXPERIENCE:

Bachelor's degree in a Behavioral or Social Science or a directly-related field. The following minimum requirements can also be achieved through any equivalent combination of education and experience which provide the required knowledge, skills and abilities. Five years directly related work experience with troubled youth, inclusive of one year work experience in Juvenile Corrections related program(s). One year management experience. **Experience needed in Management of a juvenile detention facility with desired experience in ACA accreditation and development and implementation of safety and security procedures.** Thorough knowledge of and experience in the modern principles, practices, methods, and techniques of treatment and counseling modalities for troubled youth and families; knowledge of the operation of a safe and secured juvenile treatment facility; through knowledge of applicable court procedures and related laws; knowledge of effective supervisory and management techniques; knowledge of training methods and techniques; some knowledge of personnel practices, procedures, and employment law; knowledge of the organization, operation, functions, responsibilities and jurisdiction of a juvenile or Family Court system; knowledge of budget preparation and expenditure control; ability to present and administer training programs; skilled at organizing and coordinating diverse activities; ability to recognize, investigate, and analyze a variety of problems and devise effective solutions; ability to communicate effectively, both orally and in writing, and to prepare clear, complete and logical reports, letters, memorandums, and other documents; ability to organize, direct, and coordinate administrative activities in a manner conducive to full productivity; ability to establish and maintain effective working relationships with others; ability to assess objectively the performance potential of applicants and the performance of employees; ability to make sound decisions in accordance with laws, regulations, and Court policies and procedures; ability to relate in a positive fashion to individuals from a variety of cultural, economic, and ethnic backgrounds; ability to work with diverse workforce; ability to speak publicly in an effective manner in a possibly hostile environment. All applicants for this position are subject to testing for illegal drug use prior to appointment. Employees in this position are subject to random and reasonable suspicion testing for illegal drug use.