



FAIRFIELD COUNTY PROBATE – JUVENILE COURT Job Description

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| Job Title: Assessment & Intervention Center Director | Employee Name: |
| Department: Intake and Assessment Center | Class Title: |
| Reports To: Court Director | Class Number: 11 |
| FLSA: Exempt | Civil Service Status: Unclassified |
| Prepared By: Court Director | Employment: Full-Time |
| Prepared Date: October 19, 2020 | Regular Hours: Business Hours |

GENERAL SUMMARY

Director, Assessment & Intervention Center serves as the project leader and is responsible for the administrative work and coordinating the day-to-day operations of the Assessment & Intervention Center which includes the TREK programs (Diversion Accountability Program (DAP) and Positive Youth Development PYD), Assessment Center (Community and Law Enforcement Tracks and Intake & Assessment), Quality Assurance and Behavioral Health Services. It will be the responsibility of the **Director, Assessment & Intervention Center** to ensure the above listed programming operates with fidelity to the models that they have been designed around.

In addition to internal programming, the **Director, Assessment & Intervention Center** will ensure external coordination and collaboration with community partners to ensure the continuation and continuous improvement of programs such as Safe Harbor, RISE, TREK partnerships (truancy, law enforcement, National Assessment Center Association).

Under the direction of the **Director, Assessment & Intervention Center**, Program Specialists (TREK/Diversion/PYD), Assessment Center, Intake and Assessment and Behavioral Health staff will conduct screenings and diagnostic assessments and make recommendations to the Court regarding interventions, treatment and level of care.

Under the direction of the **Director, Assessment & Intervention Center**, Assessment & Intervention Specialists will conduct risk assessments, gather social histories, participate in the development of recommendations to the court, and monitor youth pre-adjudication.

Under the direction of the **Director, Assessment & Intervention Center**, Diversion Specialists will implement a planned pre-adjudication diversion model.

CANDIDATES

Director, Assessment & Intervention Center candidates should demonstrate the following:

- Extensive program development and executive management skills and experiences supported by sufficient familiarity with clinical services and activities to successfully manage and provide oversight of the previously referenced program areas.

ESSENTIAL FUNCTIONS, DUTIES AND RESPONSIBILITIES

- Manage day-to-day operations of Assessment & Intervention Center services to include:
 - TREK (Diversion and Positive Youth Development)
 - Assessment Center (Intake & Assessment, Law Enforcement Track, Community Track)
- In collaboration with other stakeholders, develops and implements a strategic plan to assure that the goals of the programs are being met and plans for program sustainability,
- In conjunction with court finance and support staff, directs and maintains an accounting and auditing system with regard to grant funds.
- May write and manage grants and prepares budgetary estimates and justifications.
- Coordinates and approves expenditures for programs and services of the Assessment & Intervention Center programs and services.
- Collaborate with court staff, outside agencies and families to provide continuity of care and linkage of additional services for youth.
- Attend internal collaborative team meetings for clients and their families and with outside agencies as required.
- Serve on Court Senior Leadership Team and other committees as assigned.
- Prepare required reports: annual reports, and monthly leadership reports, caseload report sheets and DYS tracking.
- Consults with Juvenile Court Judge and Court Director on a wide range of organizational and managerial issues including but not limited to court efficiency, internal and external quality assurance.
- Facilitates community presentations, promotes team integrity, develops community resources, monitors quality assurance, develops agendas, and collects and analyzes data.
- In conjunction with other team members, the Director, **Assessment & Intervention Center** is responsible for problem solving and program fidelity.
- Compiles participant information and disseminates the information to respective team members prior to pre-court and court meetings.
- Ensures compliance with applicable federal, state, and local laws, rules, regulations, and standards.
- Establishes and maintains effective working relationships with Judge, court personnel, attorneys, professions, state and local government officials, clients, and the general public.
- Communicate with landlord and county maintenance regarding building maintenance issues and BWC compliance.

SUPERVISORY RESPONSIBILITIES

- Responsible for one's own work product and will provide supervision, guidance, assistance, or mentorship to less knowledgeable or experienced co-workers and Assessment & Intervention Center team members. This may include scheduling of work, instruction in work methods, and reviewing work products. Will provide input into hiring and disciplinary/termination processes and will conduct required performance development reviews (appraisals).

QUALIFICATIONS

- To perform this job successfully, an individual must be able to perform each of the above essential functions satisfactorily.
- Graduation from an accredited college or university with a bachelor's degree with major coursework in the social sciences, counseling, public administration, or business administration AND at least five (5) years of demonstrated executive management experience. Program development and operations management experience is required. Master's Degree preferred.

LANGUAGE SKILLS

- Must have good mediation and collaboration skills. Ability to effectively develop rapport with supervisees, clients, court personnel and the public. Must be able to effectively document services.

REASONING ABILITY

- Must have strong leadership skills. Must be able to work effectively with a multi-disciplinary team. Ability to utilize critical thinking skills in relation to crisis intervention and be able to implement treatment planning across sessions. Must also be proactive in problem-solving situations with clients, supervisees and work product.

PHYSICAL DEMANDS

- Must be able to independently drive a car and access both public and governmental buildings. (Multi-County Juvenile Detention Center, Tussing Road Government Services Building, Hall of Justice)

CERTIFICATES, LICENSE, REGISTRATION

- Valid Operator's License required.

WORK EMPLOYMENT

- Team player – respectful interaction with all other county personnel; follow employee manual and dress codes.

Job description and schedule are subject to change at the discretion of the Court Director.

Rebecca S. Edwards

Date