

**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: 10/30/2018**  
**Posting No.: 2018108**

**REPOSTED**

<b>Position Title:</b>	<b>Manager, Programs - Accreditation</b>	<b>Position No.:</b>	<b>9023</b>
<b>Department:</b>	<b>Court Administrator's Office - Family Court Division - Administration</b>		
<b>Work Location:</b>	<b>2729 Gillham - Kansas City MO</b>		
<b>Work Hours:</b>	<b>11:00 a.m. - 7:00 p.m. Monday thru Friday, some evenings and weekends; additional hours as required</b>		
<b>Salary:</b>	<b>County Paid Position - Exempt Grade C 8 - \$1,789.60 Bi-weekly</b>		

**Salary Range For Internal/Rehire Applicants: \$1789.60 - \$2687.20 Bi-weekly**

**CLICK HERE TO APPLY NOW** (The internal application for promotion/transfer may be obtained on the HR ICON on Lotus Notes) Employment Specialist: **Mark Wienke**. 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 12/14/2018**

**Earliest closing date on: 12/05/2018; Job will remain posted until filled**

**POSITION PURPOSE AND EXAMPLES OF WORK:**

- To assist command staff by coordinating policy development, researching and recommending revisions to Detention policies and procedures, integrating professional correctional practices as recommended by the American Correctional Association (ACA), Missouri Juvenile Officer Performance Standards (JOPS), Prison Rape Elimination Act (PREA) and ensuring policies and procedures comply with requirements.
- Schedule, assign, guide, and monitor the operation and development of performance based accreditation standards.
- Develop, monitor, evaluate, and revise specified operational policies and procedures;
- Forecast and prepare for immediate and short term needs and objectives.
- Advise, assist, and consult with supervisor to formulate, implement, and sanction policies and procedures and provide recommendations and input for long-range needs and objectives.
- Investigate and resolve a variety of program problems and provide input.
- Ensure the proper completion and retention of performance based records.
- Oversee, plan, and coordinate standard requirements, manuals, records, and files for all performance based accreditation process; maintain current audit folders and forms.
- Ensure all proposed policy changes/revisions are forwarded for review to the department's command staff and/or policy review committee, and the Family Court's Attorney's office when appropriate.
- Ensure proper forms by managing the development and revision of current forms needed for jail operations.
- Ensure a safe work environment by supporting the Department safety-training program, documenting all accidents and correcting all suspected safety hazards.
- Orient staff to performance based standards.
- Develop work plans, timelines and meet with departmental management staff regarding development and revision of accreditation policies, procedures, and standards.
- Facilitate Department interaction with the ACA, JOPS, and PREA and assist with accreditation compliance.
- Serve as Department liaison to the ACA, JOPS, and PREA as well as Accreditation Managers of other local, county and state agencies.
- Ensure preparation of the facility for national accreditation inspections by coordinating, developing, reviewing, recommending approval, and implementing ACA, JOPS, and PREA practices.
- Obtain materials and information necessary for accreditation processes, conduct assessments of Departmental operations.
- Complete Self-Evaluation Report specifying level of standards compliance and submit to the ACA, JOPS, and PREA for review.
- Assist in the dissemination of new standards, revision of existing standards, and distribution of technical assistance information provided by the ACA, JOPS, and PREA.

- Develop and conduct training programs.
- Prepare responses to ACA, JOPS, and PREA informational requests required to confirm and sustain Department eligibility for accreditation.

**MINIMUM EDUCATION AND EXPERIENCE:**

- Bachelor's degree in a Behavioral/Social Science or a directly-related field.
- Three years' experience working with performance based standards and/or designing auditing programs or related work experience in accreditation or policy writing, inclusive of one year work experience in Juvenile Corrections related program(s) and one year management experience
- *(Education above the minimum stated may be substituted on a year for year basis for the required general experience; experience above the minimum stated may be substituted on a year for year basis for the required education.)*
- Knowledge of federal, state, and local laws, statutes, and regulations as well as jail standards governing correctional services and facilities.
- Knowledge of American Correctional Association, Missouri Juvenile Officer Performance, and Prison Rape Elimination Act accreditation standards.
- Understanding of the full range of correctional facility operation.
- Thorough knowledge of and experience in the modern principles, best 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/unit;
- through knowledge of applicable court procedures and related laws;
- knowledge of effective supervisory and management techniques;
- knowledge of training methods and techniques;
- knowledge of development of performance based standards;
- knowledge of applicable court procedures and related laws;
- 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;
- knowledge of effective supervisory and management techniques;
- knowledge of research procedures; knowledge of internal audit accreditation compliance.
- Knowledge of the operation of a personal computer, word processing, spreadsheets, and related software.
- Knowledge of operation of
- Ability to present and administer training programs;
- ability to organize and coordinate 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 work and relate in a positive fashion toward individuals from diverse backgrounds and maintain effective working relationships.
- Ability to communicate effectively, both orally and in writing, and to prepare clear, complete and logical reports.
- ability to make sound decisions in accordance with laws, regulations, and Court policies and procedures;
- ability to coordinate and organize multiple tasks;
- ability to manage the department's accreditation process.
- Ability to perform duties in strict adherence to established procedures, policies, and time constraints.

**SPECIAL REQUIREMENTS:**

- Valid driver's license from state of residence.
- If driving non-court vehicle for Court business, must have auto liability insurance and properly licensed and reliable vehicle. Must be able to provide proof.
- Must submit to and pass criminal background check as prescribed by Courts, Sex Offender Registry check, and MO and KS Child Abuse and Neglect checks.
- 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.

**THE COURT IS AN EQUAL OPPORTUNITY EMPLOYER**