

**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: 06/20/2014**

**Posting No.: 061**

<b>Position Title:</b>	<b>Assistant Director, Residential Services</b>	<b>Position No.:</b>	<b>9023</b>
<b>Department:</b>	<b>Residential Services - Detention - Administration</b>		
<b>Work Location:</b>	<b>2729 Gillham - Kansas City MO</b>		
<b>Work Hours:</b>	<b>8:00 a.m. - 5:00 p.m. Monday thru Friday; additional hours as required by position</b>		
<b>Salary:</b>	<b>County Paid Position - Exempt Grade C 10 - \$2,030.40 Bi-weekly</b>		

**Salary Range For Internal/Rehire Applicants: \$2,030.40 - \$3248.00 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](http://www.16thcircuit.org). Fax No.: 816-881-3229. E-Mail Address: [Jobs.16thCircuit@courts.mo.gov](mailto:Jobs.16thCircuit@courts.mo.gov) Employment Specialist: **Mark Wienke**. 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 07/11/2014**

**POSITION PURPOSE AND EXAMPLES OF WORK:**

To assist in developing, implementing, monitoring and managing the efficient operation of juvenile treatment programs and services, budget, and staff. Function as the mental health authority for Residential Services. Assist Director, Residential Services in other areas as assigned. **EXAMPLES OF WORK:** Provide assistance in all facets of the operation and development of treatment programs; on call 24/7; consult with and advise management staff and provide leadership, supervision, guidance, and staff development and training concerning the efficient delivery of treatment services and programs and personnel issues, and policies provide for private placement and education; oversee and review personnel actions and procedures such as hiring, training, and performance evaluation and discipline; assist in determining training needs and conduct or provide for staff training. Oversee all programs, services, and therapeutic interventions; conduct on-site visits to facilities to review programming documentation and compliance with policy expectations, in the areas of medical and mental health behavior management and recommend ways to improve; provide technical assistance and support to program staff. Grant writing, develop record keeping, maintain grant compliance, provide reports to grantor, and conduct grant audits; sit on community boards and committees. Assist in annual budget preparation; monitor budget expenditures and approve or deny departmental budget requests.

**MINIMUM EDUCATION AND EXPERIENCE:**

Bachelor's degree in a Behavioral or Social Science or a directly related field which may include Criminal Justice, Human or Family Science, Sociology, Psychology, etc.; Five years in a related social service field; the majority of experience must be with adolescents. (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.) Three years in a management capacity, some of which must be in a related field. Thorough knowledge of adolescent development and behavioral disorders; thorough knowledge of modern theory, practice and techniques of juvenile probation and correctional methods; thorough knowledge of modern principles, practices, methods, and techniques of various treatment and counseling modalities for youth and families identified being at risk for delinquent behavior; knowledge of the organization, operation, functions, responsibilities, and jurisdiction of the Court; knowledge of personnel policies and practices, procedures, and employment law; knowledge of budget preparation and monitoring; knowledge of supervisory and management techniques; Excellent verbal and written communication skills; ability to analyze objectively the performance potential of applicants and the performance of employees; ability to train, supervise, and motivate employees; ability to compile clear, complete, and logical reports and correspondence; ability to recognize, investigate, analyze a variety of problems and

devise effective solutions; ability to create and maintain effective working relationships with others; ability to apply specialized knowledge to individual cases and problems; ability to organize, direct, and coordinate administrative activities; ability to make sound decisions in accordance with laws, regulations, and Court policies and procedures; ability to maintain varied and complex records and prepare reports from these records; ability to plan, schedule, assign, and supervise the work of subordinates engaged in varied activities; ability to organize and prioritize a variety of demands on time; ability to speak publicly in an effective manner; Ability to utilize telephone; computer; calculator; copy machine; computer printouts, reports, files, books, and publications. 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 of insurance. 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**