

TWENTY-SECOND JUDICIAL CIRCUIT OF MISSOURI
FAMILY COURT - JUVENILE DIVISION
920 N. Vandeventer
St. Louis, MO 63108

JOB OPENING

TITLE: SUPERINTENDENT OF DETENTION

QUALIFICATIONS:

Candidates must possess a Master's Degree in social work, criminal justice, administration of justice, public administration, business administration, court management, corrections, a related field or a law degree. Prefer a minimum of four to seven years of experience in multi-level employee supervision, and detention or residential child care work, and program management. Prefer experience in writing, implementing and monitoring grant and other programs and the writing of procedures. Physical required upon job offer.

For full job description and qualifications see below job description.

DUTIES: Responsible for the overall management, direction, administration, operation, safety and security of the Detention Center.

Salary Range: \$82,914-130,130
Includes Full Benefit Package plus no cost retirement plan.

CLOSING DATE: Please submit documents below as soon as possible; however, resumes will be accepted until position is filled.

COVER LETTER & RESUME: Cover letter must include applicant's daytime phone number along with expression of interest in this position as well as a description of educational and experience qualifications that make him/her a good fit for this position.

SEND THE ABOVE DOCUMENTS ASAP TO: stl.resumes@courts.mo.gov

SEE BELOW FOR FULL JOB DESCRIPTION

**TWENTY-SECOND JUDICIAL CIRCUIT OF MISSOURI
FAMILY COURT - JUVENILE DIVISION**

JOB DESCRIPTION

DEPARTMENT: Detention

CLASS TITLE: Superintendent

CLASS DEFINITION: Under general direction of the Assistant Court Administrator. Responsible for the overall management, direction, administration, operation, safety and security of the Detention Center. Responsible for the orientation and training of Detention Center personnel and overall supervision of personnel and all program and service areas in this 24-hour, seven day per week operation. The Superintendent works closely with Family Court departments to develop and manage Detention and Detention alternative programs that are trauma informed and ensure the quality of ongoing programs as needed for the safety and security of juveniles and staff, either directly or through delegation within the department. Recognizes the benefits of Trauma-Informed Care and the impact, signs and symptoms of trauma in youth, families, and staff and responds by fully integrating knowledge about trauma in the policies, practices and procedures. The Superintendent position is a high-level management position with significant responsibility and latitude. Responsible for implementing the mission of the court in the Detention department and the development and maintenance of sound childcare practices with the goal of ensuring maximum benefit for juveniles, safety and security for all, and communication with families within the scope of available resources. Requires performing duties in a secure institutional setting subject to constant video surveillance for purposes of security and welfare of detained youth.

EXAMPLES OF ESSENTIAL DUTIES:

- * Provides overall management and supervision of all areas of service provision such as daily unit living and staff supervision, medical, custodial, contracted food service, provision of educational services by St. Louis Public Schools, race equity and disparities, detention alternatives, and activity programs.
- * Provides direct supervision of certain supervisory staff while delegating supervision of others. Prepare performance evaluations and conduct interim conferences for direct reports in a timely fashion.
- * Supervise detention alternatives program and other efforts, including conditions of detention, related to the Juvenile Detention Alternatives Initiative.
- * Maintain good relationships with judicial officers, volunteers, school, contractual providers, staff, youth and parents.
- * Maintain a safe and secure facility.

- * Work in harmony with the psychological services group to help ensure the safety of youth, a trauma informed environment, minimize risk of suicide, and negative impacts of detention.
- * Preparation and submission of department statistical reports and creation of new reports as needed for effective department management.
- * Plan, coordinate and schedule supervisory or departmental meetings, conferences, etc., as needed.
- * Utilize the computer and electronic data systems such as JIS, Lotus Notes and Microsoft Office on a regular basis to enhance the management of the department.
- * Develop and ensure compliance with proper trauma informed childcare and residential practices.
- * Plan, organize, and direct programs to provide juvenile services in accordance with court rules, local ordinances, federal and state laws, and court policies.
- * Ensure staff compliance with Missouri Supreme Court Rules including the Standards of Detention, Prison Rape Elimination Act (PREA), Missouri Juvenile Officer Performance Standards and Court Administrator and Detention Policies and Procedures, as well as other accepted standards of detention.
- * Develop and write grant proposals as needed and manage grants assigned to the department or delegate same.
- * Prepare departmental budget requests and monitor spending to stay within budget.
- * Develop, draft, and maintain up-to-date Detention Center procedures guided by best practices in trauma informed care.
- * Participate in Department Management meetings.
- * Attend statewide meetings regarding detention as needed.
- * Subject to a rotating on call basis, required to accept crisis telephone calls and come to detention on evenings, weekends and holidays on occasion.
- * Ability to efficiently and effectively respond to emergency or stressful situations.
- * Participate in the hiring process as needed.
- * Train supervisory personnel and ensure meaningful training of other department personnel.

- * Ensures maintenance reporting regarding of Center's physical structure and operations.
- * May be required to assist in the restraint of a combative youth from time to time.
- * Provide intervention in unusual youth disciplinary problems and assist with youth grievances that cannot be handled at the supervisory level.
- * Maintain certification in First Aid, CPR, CPI and APS.
- * May supervise programs or units directly.
- * Participate in state and local committees as needed.
- * Regular and prompt attendance is considered an essential function of this position.
- * Reviews Critical Incidents and reports orally and in writing as needed.

KNOWLEDGE, SKILLS AND ABILITIES: Thorough knowledge of detention and residential practices and trends in the field. Considerable knowledge of supervision techniques. Considerable knowledge of program evaluation techniques. Thorough knowledge of community resources in terms of other social services and resources available to detained juveniles. Familiarity with trauma informed care literature and practice. Thorough knowledge of Juvenile Code and Missouri Supreme Court Rules as they pertain to Detention. Some knowledge of external agency organizations, such as the Missouri Division of Youth Services, St. Louis Public Schools and other groups that regularly interface with the Detention Center. Considerable skill in utilizing computer technology to enhance the work of the department.

Considerable skill in communicating effectively, both verbally and in writing. Considerable organizational skills. Considerable skill in delegating and ensuring timely completion of goals and objectives.

Ability to regularly work flexible and nonstandard hours to augment wider management coverage with Assistant Superintendent.

MINIMUM QUALIFICATIONS AND REQUIREMENTS: Must possess a Master's Degree in social work, criminal justice, administration of justice, public administration, business administration, court management, corrections, a related field or a law degree. The Master's Degree or Law Degree must be from a school accredited in the chosen field. Prefer a minimum of four to seven years of experience in multi-level employee supervision, and detention or residential child care work, and program management. Prefer experience in writing, implementing and monitoring grant and other programs and the writing of procedures.