

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: 05/23/2024**

**Posting No.: JR100930**

<b>Position Title:</b> Unit Manager, Clinical	<b>Position No.:</b> P-10074
<b>Department:</b> Field Services - Clinical Services Unit	
<b>Work Location:</b> 2729 Gillham - Kansas City MO 64108	
<b>Work Hours:</b> Monday through Friday Hours: Varies - Evening and Weekdays as needed	
<b>Salary:</b> County Paid Position - Exempt Grade 118 - \$37.98 Hourly	

**Salary Range For Internal/Rehire Applicants: - Hourly**

**EXTERNAL APPLICANTS CLICK HERE TO APPLY; INTERNAL APPLICANTS GO TO WORKDAY "FIND JOB"** (The internal application for promotion/transfer may be obtained on the HR ICON on Lotus Notes) Employment Specialist: **Tina Thomas**. 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 07/01/2024**

**POSITION PURPOSE AND EXAMPLES OF WORK:**

To manage the efficient operation and development of the Clinical Services Unit to provide for the behavioral health needs of youth and his/her family by offering assessment services, counseling, crisis intervention, and coordinating clinical services referrals. To manage and provide for the development of the Clinical Services Unit personnel.

**MAJOR TASK STATEMENTS AND REPRESENTATIVE ACTIVITIES (percentage of time):**

*(The information contained herein is not intended to be an all-inclusive list of the duties and responsibilities of the job; other tasks/duties may be assigned. The area to which the job is assigned will govern which duties apply. Management reserves the right to amend and change responsibilities, work shift/schedule, facility, or department to meet business and organizational needs as necessary, including but not limited to the re-assignment of employees and positions, elimination of positions, and opening, moving, or closing of facilities and units.)*

**60%** - Assist the Director in managing and ensuring the development and operation of the clinical services unit functions; assist in formulating and implementing administrative policies and procedures.

- Assist in developing and implementing operational and administrative policies and procedures for the clinical services unit. Review, develop, or improve internal operating procedures, forms, and systems and joint protocols and processes with multiple court departments and external agencies.
- Research current and developing trends in the juvenile justice field to determine and implement best practices in clinical assessment tools and programming.
- Maintain current knowledge of assessment and treatment techniques, criminal justice systems, and community resources using in-service training, seminars, workshops, and publications.
- Engage in strategic planning for the clinical services unit. Advise, assist, and consult with the Director in establishing unit goals, standards, operating procedures, systems, and legal procedures. Provide input and recommendations for immediate, short-term, and long-range clinical services needs and objectives; recognize, investigate and resolve a variety of administrative problems.
- Assist director in planning, organizing, and managing the activities of professional, administrative, and

clerk staff to ensure the efficient operation of all clinical services unit functions to include youth mental health assessment services, youth/family counseling, crisis intervention, and coordinating referrals for clinical services.

- Develop, prepare, and review a variety of routine and non-routine reports, spreadsheets, narratives, and other documents for the department. Investigate and resolve a variety of problems and provide input.
- Monitor the quality, quantity, timeliness, and procedural compliance of work produced.

**25%** - Assist the director in coordinating and supervising daily operations.

- Assist in managing and developing the skills and abilities of case assessment unit staff to assure that they become successful in providing services.
- Assign, direct, and supervise the work of subordinate administrative and professional staff, both directly and indirectly.
- Advise employees when unusual situations arise or when new procedures are instituted.
- Assist Director in hiring process to include reviewing applications and making recommendation for hire.
- Investigate and resolve personnel matters or recommend appropriate actions.
- Assess training needs and requirements for development of staff.
- Assess the assessment and evaluation of staff performance.
- Review and monitor timekeeping records within Court timekeeping system, as necessary.

**15%** - Collaborate with court staff and external agencies to coordinate processes and services; provide information and/or respond to questions, issues, and problems. Attend meetings and training.

- Meet with Service Area Directors and representatives of partner agencies to develop policies and cooperative agreements, and maintain positive working relationships and coordination of services
- Formalize procedures to achieve and maintain consistency of intake, referral and diversion practices.
- Serve as a liaison for Youth Courts.
- Furnish information about youth's background in community and at home.
- Provide information to and answer questions from judges, other Family Court staff, partner agencies, attorneys (internal and external), and the general public (families/youth) related to matters involving the Case Assessment Unit
- Attend and conduct meetings, seminars, and training
- Provide monthly on-call clinical coverage for residential services as needed.

**SUPERVISION OF:** The Unit Manager is responsible for assisting in coordinating and managing the operation of the Clinical Services unit. Provide direct supervision to Counselors, and Substance Abuse Counselor. The Unit Manager reviews monthly, reports summarizing outcomes met within the department and takes action to address any concerns; Address personnel matters, grievances, develop plan of action.

**SUPERVISION BY:** Director, Field Services provides supervision - work monitored by results of assignments and projects, deadlines met, and meetings.

**SERVICE RESPONSIBILITY:**

**INTERNAL:** Juvenile Probation Officers and other Family Court staff. Provide information and collaborate to determine needs of youth.

**EXTERNAL:** Youth and families , Community partners, Children's division, Department of Mental Health, local Universities. Provide information, recommendations, and assistance on inquiries or requests. Handle records requests from outside agencies, which can be of a confidential nature; assist with interns.

**PRIMARY EQUIPMENT, TOOLS & MATERIALS USED:** Computer, telephone, copier/printer/scanner/fax, keys, various reports and forms, computer generated or handwritten, handbooks for programs, and policy manuals..

**MINIMUM EDUCATION AND 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.)*

**EDUCATION:** Master's degree in Behavioral/Social services, criminal justice, or directly related field.

**EXPERIENCE:** Five years directly related work experience with at-risk youth, inclusive of mental health treatment and counseling or trauma, risk and needs assessments, or program management. One year

management experience.

**SPECIAL REQUIREMENTS:**

- Must have valid driver's license from State of residence, and provide proof of such.
- Must have auto liability insurance, and properly licensed/reliable vehicle, and provide proof of such.
- Must submit to and pass criminal background check as prescribed by the Court.
- Must submit to and pass sex offender registry, and MO/KS child abuse & 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.

**KNOWLEDGE, SKILLS & ABILITIES:** *(This job description does not include specific physical requirements necessary to perform the job, such as, carrying, standing and lifting. Such requirements vary from position to position and may be determined by the appointing authority.)*

- Knowledge of standards and regulations for the clinical field.
- Knowledge of community resources.
- Thorough knowledge of and experience in the modern principles, best practices, methods, and techniques of assessment of at-risk youth.
- Thorough knowledge of child and adolescent development and theories of delinquency.
- Thorough knowledge of applicable court procedures and related laws.
- Knowledge of training methods and techniques.
- Knowledge of research procedures.
- Knowledge of supervisory and management 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 monitoring.
- 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 analyze and organize facts and precedents and to prepare written recommendations.
- Ability to organize, direct, and coordinate administrative activities in a manner conducive to full performance and high morale.
- Ability to recognize, investigate, and analyze a variety of administrative problems and devise effective solutions.
- 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 effectively train, supervise, motivate and objectively assess the performance potential of applicants and performance of employees.
- Ability to communicate effectively, both orally and in writing, and to prepare clear, complete and logical reports and/or correspondence.
- Ability to make sound decisions in accordance with laws, regulations, and Court policies and procedures.
- Ability to apply specialized knowledge to individual cases and problems.
- Ability to work and relate in a positive fashion toward individuals from diverse backgrounds and maintain effective working relationships.
- Ability to speak publicly in an effective manner.
- Effective listening, observation and facilitation skills to effectively assess a situation and respond appropriately.
- Skill in the operation of standard office equipment, i.e. computer, telephone, copier/fax, printer, etc.
- Skilled in the operation of word processing and spreadsheet applications.

**THE COURT IS AN EQUAL OPPORTUNITY EMPLOYER**