

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: 01/28/2025

Posting No.: JR101455

REPOSTED

Position Title:	Program Manager - Juvenile Justice	Position No.:	P-13923
Department:	Field Services - Area 3		
Work Location:	500 E 26th Street, Kansas City, MO		
Work Hours:	Monday thru Friday, evenings and weekends		
Salary:	County Paid Position - Exempt Grade 116 - \$57,324.80 - \$86,008.00 Anually		

Salary Range For Internal/Rehire Applicants: - Anually

EXTERNAL APPLICANTS CLICK ERE TO APPLY; INTERNAL APPLICANTS G 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 03/03/2025

POSITION PURPOSE AND EXAMPLES OF WORK:

To manage staff in the efficient operation and administration of a Juvenile Probation Unit and/or comprehensive service relative to specific habilitation and rehabilitative needs.

MAJOR TASK STATEMENTS & REPRESENTATIVE ACTIVITIES (Percentage of time):

(The information contained herein is not intended to be an all-inclusive list of duties and responsibilities of the job; other tasks 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.)

30% - Manage staff in the development and daily oversight of Probation programs and supervise and coordinate the activities of juvenile probation officers, unit and comprehensive services; manage overall program; coordinate services with outside agencies.

- Schedule, assign, guide and monitor the daily work of staff in the operation and development of services of a youth program relative to specific habilitation and rehabilitative needs of at-risk youth and families, throughout the region on behalf of the Court.
- Provide leadership, supervision, guidance and training to staff in all aspects of a youth treatment programs or services.
- Supervise and supports officers in courtroom appearances and hearings.
- Coordinate and review daily events/activities to staff.
- Develop and implement specified operational policies and procedures; update procedures as necessary.
- Forecast and prepare for immediate and short term needs and objectives.
- Investigate and resolve a variety of program problems and provide input.
- Ensure programming is in compliance with American Correctional Association and other detention standards.

- Ensure and provide for the safety and security of youth and staff.
- Ensure the proper completion and retention of unit records.
- Review and maintain incident reports/log books and make recommendations.
- Provide input into operating budget and execution.
- Provide information and track grant funding and restitution payments.
- Initiates purchase requests, receives supplies and equipment, and maintains related fiscal and inventory control records.
- Develop and promote community relations with schools, churches, public and/or private social services agencies and other groups.
- Maintain the physical facility and equipment; monitors completion of maintenance requests.
- Perform related work as required to include but not limited to serve on teams/committees as assigned, cross-train for other jobs as assigned, and work on special projects as assigned.
- Perform duties of a Juvenile Probation Officer and maintain a caseload as required for the efficient operation of the department.
- Develops volunteer, recreational, and related services.
- Perform related work as required to include but not limited to serve on teams/committees as assigned, cross-train for other jobs as assigned, and work on special projects as assigned.

30% - Manage staff in the development and daily oversight of a Probation Services Unit, may include Gender Sensitive program, and comprehensive services; manage overall program; coordinate services with external services and community partners.

- Assist with the development, management, and implementation of gender-focused strategy, guidelines and framework to guide the program.
- Provide leadership, supervision, guidance and training to staff in all aspects of a gender sensitive programs or services.
- Coordinate and review daily events/activities to staff.
- Forecast and prepare for immediate and short term needs and objectives.
- Support the development of tools, systems, processes and approaches that continuously improve excellence and impact in the area of transformative approaches to gender sensitive empowerment.
- Facilitate and support a strong learning and knowledge sharing community around gender-transformative practices amongst delivery partners.
- Select, develop and manage contract mentors in support of the Gender Sensitive program.
- Support the design and implementation of capacity building activities concerning gender including project staff, schools, churches, public and/or private social services agencies and other groups.
- Represent work being done in gender-transformation under the program in relevant internal and external forums.
- Develop monthly, quarterly, and annual implementation plans for gender programming in coordination with program staff.

20% - Advise, assist and consult with immediate supervisor on various matters; recruit, interview, lead, direct, guide and train staff.

- Advise, assist and consult with immediate supervisor to formulate, implement and sanction policies and procedures and provide recommendations and input for long-range needs and objectives.
- Investigate and resolve staff disciplinary matters or recommend appropriate action.
- Conduct and/or participate in interview process and make hiring recommendations.
- Assess staff performance.
- Provide training and/or ensure staff is compliant with training requirements.

20% - Attend/conduct meetings relevant to the operation of the service area. Compile and prepare reports. Travel to youth homes or schools. Meet with school personnel.

- Compose, prepare and review a variety of routine and non-routine reports, narratives and other documents.
- Attends meetings, seminars and training as required.
- Meets with local officials, public and private agency heads, community groups, and the general public to explain the facility functions, programs, and role in the community and solicit community support.

SUPERVISION OF: Managers at Hilltop directly supervise Case Management Officers, Counselors, Substance Abuse Counselor, and Nurse. Manager at Detention directly supervises Control Room Supervisor, Nurses, Counselor, and at times may indirectly have supervisory responsibility for Shift Leaders. All indirectly supervise all other assigned staff. Managers in Field Services directly supervise all full- and part-time employees (includes Youth Workers, Juvenile Probation Officers, Secretaries, Administrative Assistants, Community Outreach Specialists) involved in the program. Review and approve policies or decisions made by staff; responsible for planning, coordinating,

implementing and evaluating programs.

SUPERVISION BY: General supervision provided by Manager, Residential Facilities or Assistant Director or Director.

SERVICE RESPONSIBILITY:

INTERNAL: All levels of Family Court staff. To ensure information concerning programs is updated and disseminated to staff. Exchange detailed information or resolve varied problems.

EXTERNAL: Youth, parents, guardians, or family members, social service agencies, medical and mental health professionals, school administration, law enforcement agencies, attorneys, volunteers, victims, and community partners/groups.

PRIMARY EQUIPMENT, TOOLS & MATERIALS USED: Computer, telephone/cell phone, copier/printer/scanner/fax, keys, various reports and forms, computer generated or handwritten, program manuals, judicial information system, vehicle, two-way radio, electronic surveillance equipment, mechanical restraints, various recreational materials and objects.

MINIMUM EDUCATION AND EXPERIENCE:

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(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: Bachelor's degree in a behavioral or social science, or other directly related field.

EXPERIENCE: Three years directly related work experience with at-risk youth, with emphasis in treatment program development including one year supervisory experience or one year program design and implementation.

SPECIAL REQUIREMENTS:

- Must have valid driver's license from state of residence, and provide proof of such.
- Must have liability insurance and properly licensed/reliable vehicle, and provide proof of such.
- Must submit to and pass criminal background check as prescribed by Courts.
- 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.
- Final employment offer is dependent on successfully passing physical exam, and physical abilities performance testing.
- To support the Gender Sensitive Program (youth with birth assignments as female), Program Manager is needed for supervision of staff Gender Juvenile Probation Officers assigned to this program.

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 effective supervisory and management techniques.
- Treats all individuals with respect; responds sensitively to differences and encourages others to do the same.
- Knowledge in the modern principles, best practices, methods and techniques of treatment and counseling modalities for at-risk youth and families.
- Knowledge of adolescent behavior.
- Knowledge of applicable court procedures and related laws.
- Knowledge of the organization, operation, functions, responsibilities and jurisdiction of a juvenile or family court system.
- Knowledge of research procedures.
- Some knowledge of budgeting.
- Skill and ability in the operation of computers and other standard office equipment, i.e., telephone, copier/fax, printer, etc.
- Ability to supervise, motivate, and counsel adolescents with behavior problems.
- Ability to organize, supervise and coordinate departmental activities in a manner conducive to full productivity.

- Ability to work and relate in a positive fashion toward individuals from diverse backgrounds and maintain effective working relationships.
- Ability to communicate effectively, clearly and concisely, both orally and in writing, and to prepare clear and concise reports, letters, memoranda and other documents.
- Ability to present and administer training programs.
- Ability to make sound decisions in accordance with laws, regulations and Court policies and procedures.
- Ability to operate a vehicle in a safe and prudent manner.
- Ability to speak publicly.
- Ability to coordinate and organize multiple tasks.
- Role model for diversity and inclusion.

THE COURT IS AN EQUAL OPPORTUNITY EMPLOYER