

## LANCASTER COUNTY YOUTH SERVICES PROGRAM COORDINATOR

### NATURE OF WORK

This is responsible work coordinating the Behavior Management System within a detention and staff secure facility.

Work involves researching, developing, implementing, evaluating and overseeing the Behavior Management System within the Youth Services Center to ensure resident behavior is affected positively through effective supervision, programming and humane treatment. Primary work functions include managing, overseeing and providing technical assistance to the facility positive behavioral interventions and supports (PBIS) programs, resident behavior management program as well as educational and spiritual programming of residents while placed at the Youth Services Center. Supervision is received from an administrative superior with work reviewed in the form of conferences, reports and results achieved.

### EXAMPLES OF WORK PERFORMED

Research, develop and implement a Behavior Management System at the Youth Services Center that aligns with a positive behavioral interventions and supports (PBIS) approach and a multi-tiered system of supports (MTSS) framework.

Oversee the Behavior Management System to ensure resident behavior is affected positively through effective supervision, programming and humane treatment; ensure a safe facility is maintained through effective management and programming while meeting the needs and rights of all residents; annually review the Behavior Management System to make changes, modifications, adjustments and upgrades as needed.

Manage and supervise the implementation of the resident behavior management program; evaluate objectives and stated outcomes; assist with the coordinating, planning, implementing, and evaluation of resident activities and schedules to ensure an effective flow of program operations; oversee and administer compliance regarding access to programming and activities while ensuring safety and security.

Plan, develop and implement services to ensure meeting the individual and group needs of youth as well as State and National Standards are implemented effectively and efficiently; coordinate facility efforts in identifying and utilizing community resources to enhance programming and services; review written and verbal daily investigative reports and procedural problems related to medical and mental health services; assist in the development and review of facility operational policies, procedures and post orders as they relate to medical and mental health services.

Manage, oversee and provide technical assistance to the facility PBIS program to ensure the quality and fidelity of PBIS programs at the Youth Services Center; monitor the facility's PBIS processes and assess resource needs.

Assist in the development, review and implantation of all policies and procedures to ensure federal, state and local laws and regulatory standards are met and to ensure licenses and regulatory approvals are received; communicate new or revised policies and procedures to agency personnel; assist with assessing, planning and obtaining American Correctional Association accreditation; assist in conducting the Annual

Inspections by the Nebraska Jail Standards Board.

Provide management and oversight of the Lancaster County Youth Services Center Training Unit; enhance the training delivery method for new hires as well as in-service staff; review, revise and implement the training curriculum by working in cooperation with the training coordinator; research and implement best practices in training and staff development methods.

Direct and manage educational and spiritual programming of residents placed at the Youth Services Center; maintain complete records and reports on each student's performance and provide a written evaluation to participating colleges and universities; collaborate with chaplaincy program to provide youth with meaningful spiritual resources.

May assume Juvenile Detention Supervisor responsibilities in the absence of key personnel.

#### DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

Considerable knowledge of the principles, practices and regulations related to juvenile detention facilities.

Considerable knowledge of facility policy, procedures, rules and regulations.

Considerable knowledge of juvenile behavior and behavior modification techniques utilized in a closed or secure environment.

Considerable knowledge of behavior management systems, multi-tiered systems of support (MTTS) and positive behavioral interventions and supports (PBIS).

Considerable knowledge of federal, state and local laws and regulatory standards relating to juvenile detention facilities.

Knowledge of computer hardware components and general computer software applications.

Knowledge of the local and state juvenile-adult justice system.

Ability to coordinate multiple services and functions among personnel in high stress or emergency situations.

Ability to train, schedule, supervise and evaluate the work of subordinate staff.

Ability to work with community agency and legal representatives, juveniles, co-workers and the general public cooperatively and professionally.

Ability to gather information, synthesize data, prepare reports and maintain records.

Ability to appropriately restrain a juvenile whose behavior is harmful to self or others.

#### MINIMUM QUALIFICATIONS

Graduation from an accredited college or university with major coursework in criminal justice, human development, behavioral management, social work or the behavioral sciences plus two years of experience in providing juvenile detention or correctional services including six months of supervisory experience or any equivalent combination of training and experience that provides the desirable knowledge, abilities and skills.

#### NECESSARY SPECIAL REQUIREMENTS

Possession of a valid driver's license. At the time of employment, must meet facility driving record requirements.

Must be a citizen of the United States and be at least twenty-one (21) years of age.

At the time of employment, must be fingerprinted for a Nebraska State Patrol criminal history search; must be free of any convictions of crimes punishable by imprisonment in a state or federal penitentiary for a term of one year or more from which a pardon has not been received; cannot be registered as a Child Abuse or Sexual Offender with the National Child Abuse and Neglect registry.

At the time of employment, must submit to and successfully pass a substance abuse test.

At the time of employment, must pass a physical examination and meet physical and medical requirements of the job classification.

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