

Uintah County

Job Description



Title:	CJC Director	Code:	216
Division:	Children's Justice Center	Effective Date:	3/07
Department:	Attorney	Last Revised:	3/07
FLSA Cat:	Exempt	Pay Grade:	30

GENERAL PURPOSE

Performs a variety of **technical administrative and managerial** duties related to planning, organizing, coordinating and directing the operation of the county children's justice center providing a multi-disciplinary response to child abuse.

SUPERVISION RECEIVED

Works under the general supervision of the County Attorney.

SUPERVISION EXERCISED

Provides close to general supervision to center clerical, technical and professional staff.

ESSENTIAL FUNCTIONS

Directs the overall and day-to-day operations of the Children's Justice Center; develops short and long term goals; establishes operations policies and procedures; determines nature and scope of center services; ensures attractive and comfortable surroundings of the center.

Coordinates with community action and special interest groups; promotes the awareness and treatment of child abuse.

Develops and monitors program budget including allocation, revenue collection, budget projections, expenditures and budget forecasting.

Represents the center on the Utah State Children's Advisory Board and works closely with the local advisory board; serves on steering committees, community coordinating councils, private agencies and State and Local government committees or boards.

Supervises subordinate personnel including hiring recommendations, determining workload and delegating assignments; trains, monitors performance, conducts evaluations and initiates corrective action or discipline; initiates termination actions as needed; develops performance standards; plans and conducts Children's Justice Center Team meetings.

Coordinates crisis intervention at the Center; coordinates referrals of victims and family members to community resources.

Coordinates and schedules law enforcement, protective service workers, prosecuting attorney, medical and treatment personnel access to center facilities.

Coordinates the flow of information between agencies responsible for criminal prosecution and those agencies responsible for protective action and civil proceedings; oversees tracking and scheduling to coordinate case reviews, assure process continuity and set up controls to meet deadline. May transcribes audio and video testimonials of victims and witnesses.

Reviews cases with volunteers, educators, law enforcement, and division of Child and Family Services personnel, etc.; provides ongoing forum for inter-agency problem solving and planning in the area of child abuse; provides public relations at state and local levels.

Advises the Department Head and Advisory Board on center needs and priorities; writes grants, submits quarterly and annual reports and negotiates contracts; controls and maintains documents necessary to fulfill legal and regulatory requirements; conducts ongoing program research and evaluation.

Recruits and trains volunteers to work at the center; trains volunteers assigned to specific child victims. Attends appropriate meetings, conferences and workshops.

Performs related duties as assigned.

MINIMUM QUALIFICATIONS

1. Education and Experience:

A. Graduation from college with bachelor's degree in a human services or education field;

AND

B. Two (2) years of progressively responsible experience performing human services, education or related duties;

OR

C. An equivalent combination of education and experience.

2. Required Knowledge, Skills, and Abilities:

Considerable knowledge of child protection services and child abuse legal investigation methods; social service system (legal, court, medical, and referral sources); State of Utah laws/regulations regarding child welfare and criminal prosecution; principles of program administration and personnel management; processes and procedures of criminal justice system; effective techniques of interviewing; training methods and techniques; sociological and psychological issues, processes and procedures for working with child abuse victims and witnesses; modern office practices and procedures; legal terminology, grammar, punctuation, English, etc.; the legal procedures of trials and courts; various processes related to criminal document processes; the operation of personal computer and various software applications for word processing (MS Word), spread sheets, data base management. **Working knowledge of** general accounting and bookkeeping procedures and practices; **Some knowledge of** various funding and grant sources available to the county.

Ability to maintain confidentiality. Maintain filing and record keeping system relating to confidential and sensitive materials and information; work with the public, special interest groups and government agencies and develop effective working relationships; communicate effectively, verbally and in writing; manage financial resources of the office and accurately account for the same; operate a calculator, copy machine, and other types of standard office equipment.

3. Special Qualifications:

Must have an acceptable background, verified by a formal background check.

4. Work Environment:

Incumbent of the position performs in a typical office setting with appropriate climate controls. Tasks require a variety of physical activities, not generally involving muscular strain, such as walking, standing, stooping, sitting, reaching, talking. Interpersonal communication essential to successful completion of job duties. Common eye, hand, finger dexterity required. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking and creative problem solving. Occasional travel by automobile required in the normal course of job performance.

Disclaimer: The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I _____ have reviewed the above job description. Date: _____
(Employee)