

PROJECT DIRECTOR (DEPARTMENT OF PROBATION)

Duties and Responsibilities

Under administrative direction, with very wide latitude for the exercise of independent judgment, initiative and decision, directs and administers the field service components of the Department of Probation, which includes the Field Services Unit and the Community Supervision pilot projects for Juvenile, Youth Parts, and Adult Supervision branches. Makes primary recommendations for the consideration of related to field services.

Example of Typical Duties:

Provide direction for the overall program, supervise and evaluate program staff and actively participate in the development, coordination, and provision of orientation and in-service training, coaching, and supervision to promote the professional development of staff.

Coordinate comprehensive program services and resources for high-risk youth ages 13-18 years under probation supervision in effort to avoid out-of-home placement, recidivism, and to promote healthy development (youth resilience, cognitive and social emotional competence, social connections, etc.) and well-being in young people.

Coordinate program services that connect young adults on probation to overcome the thinking patterns and behaviors that led them to probation, addresses cognitive behavioral principles aimed at self-reflection and changing behavior in effort to avoid out-of-home placement, recidivism, and to promote well-being in young adults (pro social engagement, intensive support, advice, and guidance, etc.)

Develop, implement, and monitor progress toward short- and long-term youth programs strategy, goals, and efficacy.

Help chart the program's future strategic growth and manage its day-to-day operations.

Strengthen networks of local resources and supports comprised of numerous partners providing diverse services (including behavioral health/ therapeutic services, mentoring, recreation, community services, education, and job readiness).

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Example of Typical Duties: (continued)

Ensure direct assistance and facilitation, to/and on behalf of youth, in the areas of education and recreation, family and community engagement, pro-social programming, mentoring, and discharge.

Develop and monitor continuous quality improvement and key performance indicators with designated Quality Assurance Director, and participate in data review meetings.

Participate in other agency-wide collaborative efforts to share knowledge and referral sources.

Ensure appropriate development of programs and schedules; develop, implement, and maintain a youth/young adult behavior management system.

Manage a team to provide as needed on ongoing case tracking, data collection, and reporting that informs the identification of admission trends, review of incidents, policy development, special projects, and problematic operational issues.

Participate in monthly Program Director meetings with other directors within the individual divisions.

Oversee the creation, development, production, update and distribution of all program resources and services tools, including curricula, brochures, videos, toolkits handouts and web-based resources.

Cultivate collaborative relationships to further the reach and impact of youth/young adults focused programs.

Manage data tracking system to measure and report on program outcomes and efficacy to stakeholders, community supporters and collaborative partners.

Manage other essential tasks as assigned.

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Qualification Requirements

1. A baccalaureate degree from an accredited college with a minimum of 30 credits in the social or behavioral sciences, plus five years of full-time experience in counseling or casework in a recognized agency adhering to acceptable standards in probation, parole, social services, psychiatric social work or related field, at least 18 months of which must have been in an administrative, managerial, or executive capacity or in supervising personnel performing activities related to the duties of the position; or
2. A satisfactory equivalent combination of education and experience. A graduate degree from an accredited college in social work, law, sociology, psychology, criminology, education, public administration or a related field may be substituted for general experience on a year for year basis up to a maximum of two years. However, all candidates must have a baccalaureate degree with a minimum of 30 credits in the social or behavioral sciences and at least 18 months of satisfactory experience in an administrative, managerial, executive capacity or in supervising personnel performing activities related to the duties of the position.

Lines of Promotion

None. This class of positions is in the Non-Competitive Class.