

### Class Concept

Positions function as a unit administrator at a youth development center. These residential facilities are the most restrictive, intensive dispositional option available to North Carolina's juvenile courts. These positions provide supervision and management over a housing unit and work with other Unit Administrators for the overall campus supervision to include, monitoring staff and juveniles, hiring direct care staff, managing work schedules, and overall manager of housing unit of juvenile population. Oversees the coordination of Behavior Management Programs and activities for the unit and facility.

### Recruitment Standards

#### Knowledge, Skills, and Abilities

- Working knowledge of institutional procedures, facility security, and treatment programs for juveniles with emphasis on adolescent behavior, as well as, administration and operation support functions.
- Thorough knowledge and understanding of minority group cultures, group dynamics, and techniques of communicating with adolescents, and behavioral and developmental challenges and their treatment.
- Thorough knowledge of team and consensus building.
- Thorough knowledge of the organization and operation of treatment programs for juvenile populations, the NC Juvenile Court System, Criminal Justice standards, basic assessment principles, and practical application of a variety of counseling techniques and approaches.
- Ability to direct, lead and monitor the work of a subordinate staff; develop, implement and monitor policy and procedures; handle multiple assignments and prioritize activities; effectively communicate orally and in writing; and work with all levels of staff.

#### Minimum Education and Experience

Bachelor's degree in human services field or related human services field from an appropriately accredited institution and two years of experience working with at-risk youth; or an equivalent combination of education and experience.

Bachelor's degree in a related Human Services field, such as Criminal Justice, Sociology, Education, Religion or similar subjects shall include 25 semester hours of coursework related to the human services field.

#### Necessary Special Qualifications

Applicants for positions designated as Juvenile Justice Officers are subject to and must meet the hiring and training standards established by the North Carolina Criminal Justice Education and Training Standards Commission, as defined in Title 12, Chapter 9 of the NC Administrative Code, by the statutory authority of GS 17C.

Note: This is a generalized representation of positions in this class and is not intended to identify essential functions per ADA.