

Orleans Parish Juvenile Court
Orleans Detention Alternative Program (ODAP)
Program Director

JOB DESCRIPTION:

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skill and/or ability required.

DUTIES:

- Supervise and discipline program staff as per Court policies and procedures and program requirements.
- Screen case referrals for program eligibility and conduct Intake interviews.
- Assign cases to Youth Advocates.
- Supervise case staffing and case plan development for youth, including recommendations for community resource referrals.
- Assist in the coordination of services for youth and families.
- Conduct weekly staff meetings.
- Conduct staff trainings.
- Coordinate meetings with Community Service Providers.
- Meet with Judges, community partners and community stakeholders regarding program services and attend Court hearings when required.
- Attend monthly management meetings, program meetings and other meeting as required by the Court.
- Attend 11:00 a.m. Continued Custody meetings coordinated by Intake Supervisor when scheduled.
- Record, compile, and analyze program data for reporting.
- Attend monthly Juvenile Detention Alternative Initiatives Advisory Committee meetings.
- Attend monthly Alternative to Detention working group meeting.
- Prepare and submit documents for monthly budget submissions, quarterly reports and the annual budget; verify documents submitted for reimbursement by staff.

- Systematic review of case files for quarterly audit; plan for and prepare documents for audits by various auditors, as directed.
- Any other duties as assigned.

JOB REQUIREMENTS AND DIFFICULTY OF WORK:

- Bachelor's Degree required, preferably in psychology, sociology, criminal justice, social work or similar field of study; Masters of Social Work or Human Services discipline from an accredited college or university or equivalent experience preferred.
- Thorough understanding of the work of the Court, including courtroom procedures.
- Knowledge of pertinent federal, state and local laws, codes and regulations, including the Louisiana Children's Code.
- Knowledge of counseling techniques.
- Knowledge of principles of supervision and training.
- Knowledge of local social services and community services, including eligibility criteria and referral process.
- Knowledge of principles and procedures of record keeping, data entry, report preparation and records retention.
- Knowledge of organizational and management practices as applied to the analysis and evaluation of programs, policies and operational needs.
- Knowledge of modern office procedures, methods and computer equipment and strong computer skills.
- Ability to effectively communicate orally and in writing with co-workers, supervisors and other departments, social service agencies, probation department and the public, including being sensitive to professional ethics, gender, racial and cultural diversities and disabilities.
- Ability to organize, direct and implement a comprehensive work plan for the ODAP program.
- Ability to provide public access to or maintain confidentiality of Court information and records according to law.
- Ability to recognize drug and alcohol abuse symptoms.
- Ability to counsel and provide guidance to individuals and respond to situations that are of a sensitive nature.
- Ability to analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Ability to select, interview, supervise and train staff.

- Must be organized, responsible and able to complete assignments in a timely and efficient manner.

RESPONSIBILITY:

- Incumbent performs duties according to a flexible, customary routine with priorities determined by the Judges, Judicial Administrator and service needs of the Court and the public.

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MEDICAL BENEFITS – (Orleans Parish Juvenile Court)

Provided through BLUE CROSS/BLUE SHIELD for a small monthly fee.

DENTAL BENEFITS – (Orleans Parish Juvenile Court)

Basic plan provided at no cost through HUMANA. Dependents not included, but may be added for an additional fee.

LIFE INSURANCE – (Orleans Parish Juvenile Court)

\$10,000.00 benefit provided at no cost through COLONIAL Life Insurance.

VISION INSURANCE – (Orleans Parish Juvenile Court)

Plan provided through HUMANA. Payment of premium is by contractor.

PTO (Paid Time Off)

Combined total of 24 days per year. PTO days do not roll over from fiscal/calendar year to fiscal/calendar year and is on a use or lose basis. Contractor will not receive terminal leave pay for unused PTO days.

HOLIDAYS

Currently, 21 paid holidays (2019). Subject to change.

WORK WEEK

35.0 hours per week (8:30am – 4:00pm).

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APPLICANT/EMPLOYEE ACKNOWLEDGMENT

The job description for the position of Program Director of Orleans Detention Alternative Program for the Orleans Parish Juvenile Court describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all the duties, requirements and responsibilities contained herein and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined? Yes _____ No _____

If yes, please explain: _____

Applicant/Employee signature

Date

Print or Type Name