



State of Louisiana
YOUTH FACILITY DIRECTOR

SALARY	\$35.05 - \$62.17 Hourly \$6,075.00 - \$10,776.00 Monthly	LOCATION	Statewide, LA
JOB TYPE	Classified	JOB NUMBER	403SCY-178514-GOL
DEPARTMENT	Office of Juvenile Justice	OPENING DATE	06/20/2023
CLOSING DATE	7/20/2023 11:59 PM Central		

Supplemental Information

This vacancy is located at the Swanson Center for Youth-Monroe in Monroe, Louisiana.

The incumbent of this position will serve as the Youth Facility Director of Swanson Center for Youth – Monroe in Monroe, Louisiana and Swanson Center for Youth-Columbia in Columbia, Louisiana.

No Civil Service test score is required in order to be considered for this vacancy.

The Office of Juvenile Justice will receive a list of eligible applicants ONLY from the people who respond to this posting.

To apply for this vacancy, click on the "Apply" link above and complete an electronic application, which can be used for this vacancy as well as future job opportunities. Applicants are responsible for checking the status of their application to determine where they are in the recruitment process. Further status message information is located under the Information section of the Current Job Opportunities page.

***Resumes WILL NOT be accepted in lieu of completed education and experience sections on your application.**

Applications may be rejected if incomplete.*

For further information about this vacancy contact:

Garilyn London

OJJ/ Human Resources

Garilyn.London@la.gov

In the supplemental questions section, applicants must authorize the HR Office of Juvenile Justice to contact prior employers to check references under the Prison Rape Elimination Act (PREA) to be considered for employment.

The Office of Juvenile Justice is a State as a Model Employer (SAME) agency that supports improved employment opportunities for individuals with disabilities. For more information on employment-related resources available for those with disabilities, refer to the [Louisiana Employment Resource Guide \(Download PDF reader\)](#).

If you are contacted for an interview, please let us know at that time if you will need special accommodations.

NOTE: Prior to an appointment, the selected applicant must take and pass a drug screening test, possess a valid Louisiana Driver's License and clear a background check.

This agency participates in the E-Verify system for verification of citizenship and employment authorization.

Qualifications

MINIMUM QUALIFICATIONS:

A baccalaureate degree plus five years of professional-level experience in juvenile probation and parole, social services, counseling, or in a residential, correctional, mental health, or group home setting. One year of this experience must have been at the supervisory level.

SUBSTITUTIONS:

Six years of full-time work experience in any field may be substituted for the required baccalaureate degree.

Candidates without a baccalaureate degree may combine work experience and college credit to substitute for the baccalaureate degree as follows:

A maximum of 120 semester hours may be combined with experience to substitute for the baccalaureate degree.

30 to 59 semester hours credit will substitute for one year of experience towards the baccalaureate degree.

60 to 89 semester hours credit will substitute for two years of experience towards the baccalaureate degree.

90 to 119 semester hours credit will substitute for three years of experience towards the baccalaureate degree.

120 or more semester hours credit will substitute for four years of experience towards the baccalaureate degree.

College credit earned without obtaining a baccalaureate degree may be substituted for a maximum of four years of full-time work experience towards the baccalaureate degree. Candidates with 120 or more semester hours of credit, but without a degree, must also have at least two years of full-time work experience to substitute for the baccalaureate degree.

A master's degree in corrections, criminology, criminal justice, penology, human service counseling, psychology, social work, education, public administration, business administration, behavioral science, or social science fields will substitute for one year of the required experience.

Graduate training in corrections, criminology, criminal justice, penology, human service counseling, psychology, social work, education, public administration, business administration, behavioral science, or social science fields will substitute on the basis of thirty semester hours for one year of experience.

Graduate training and degrees without attaining a Ph.D. will substitute for a maximum of one year of the required experience.

A Ph.D. in corrections, criminology, criminal justice, penology, human service counseling, psychology, social work, education, public administration, business administration, behavioral science, or social science fields will substitute for two years of the required experience.

NOTE:

All graduate training and degrees including the Ph.D. will substitute for a maximum of two years of the required experience.

NOTE:

An applicant who has been convicted of a misdemeanor crime of domestic violence or a felony or who is under indictment on a felony charge may be disqualified until relief from the disabilities imposed by State and Federal laws are granted.

In accordance with the Prison Rape Elimination Act (PREA) (Part 115:17) of Title 28 of the Code of Federal Regulations an applicant who has been found to have engaged in any form of sexual abuse; engaged in sexual activity in the community

facilitated by force, overt or implied threats of force, or coercion, or if the victim did not consent or was unable or refused will be disqualified.

NOTE:

Any college hours or degree must be from an accredited college or university.

Job Concepts

FUNCTION OF WORK:

To serve as chief administrator of a juvenile secure care facility.

LEVEL OF WORK:

Administrator.

SUPERVISION RECEIVED:

Direct from the Youth Facilities Director--Statewide.

SUPERVISION EXERCISED:

Direct over Youth Facility Deputy Director.

LOCATION OF WORK:

Department of Public Safety and Corrections, Office of Juvenile Justice.

JOB DISTINCTIONS:

Differs from Youth Facility Deputy Director by the presence of overall administrative responsibility for a juvenile secure-care facility.

Differs from the Youth Facilities Director--Statewide by the absence of total administrative responsibility for all Secure Care Facilities Statewide.

Examples of Work

EXAMPLES BELOW ARE A BRIEF SAMPLE OF COMMON DUTIES ASSOCIATED WITH THIS JOB TITLE. NOT ALL POSSIBLE TASKS ARE INCLUDED.

Administers a comprehensive professional rehabilitation program for clients committed for offenses ranging from misdemeanors to felonies (e. g., shoplifting, rape, and homicide).

Directs and controls all activities of the Juvenile R Diagnostic Center.

Directs and coordinates long-range programs, plans, and policies.

Develops and ensures the implementation of institutional policies, procedures, and regulations.

Directs all functions of the institution through the chain of command including care, custody, mental health, social services, fiscal services, medical services, personnel, maintenance services, religious services, contractual services, volunteer services, and other services.

Administers a complex reception and diagnostic process that serves as the database for initial treatment plans, initial custody classification, placement decisions, and forensic reports to committing courts.

Administers a treatment program for a significant portion of the offender population with a wide range of acute medical, neurological, psychiatric, and mental retardation-related disorders including many classified as abused and neglected juveniles.

Serves as chairperson of the Classification Committee.

Serves as sole authorized representative of the institution to communicate with the media.

Assigns staff, monitors a staff development needs assessment program, and assures that training is accomplished.

Directs and participates in apprehension of offenders upon escape.

Directs the supervision of students from Louisiana colleges and universities doing practicum and internships in criminal justice, social work, and related human behavior disciplines.

Assures the resolution of problems and complaints relative to offenders, their families, employees, and the public.

Maintains communication with a large number of committing judges and courts using a statewide network of juvenile probation workers, representatives of community agencies, and the juvenile justice system.

Ensures compliance with legislative mandates, federal court consent decree standards, departmental regulations, and ethical practices.

Inspects buildings and grounds to ensure that institutional facilities are maintained and operated in an orderly and efficient manner.

Inspects staff for professional appearance and demeanor.

Serves on call in order to respond to psychiatric, medical, and suicide prevention emergencies.

Agency

State of Louisiana

Address

For agency contact information, please refer to the supplemental information above.

Louisiana State Civil Service, Louisiana, 70802

Phone

(866) 783-5462

Website

<http://agency.governmentjobs.com/louisiana/default.cfm>

YOUTH FACILITY DIRECTOR Supplemental Questionnaire

***QUESTION 1**

Are you a current classified employee of the Office of Juvenile Justice serving with permanent status?

- Yes
 No

***QUESTION 2**

Are you currently under indictment for a felony charge or have you ever been on probation or sentenced to jail/prison as a result of a felony conviction or guilty plea to a felony charge?

- Yes
 No

***QUESTION 3**

If 'YES', give the law enforcement authority (city police, sheriff, FBI, etc.), the offense, place and disposition of case. If 'NO', enter N/A.

***QUESTION 4**

Have you been convicted of engaging or attempting to engage in sexual activity in the community facilitated by force, overt, or implied threats of force, or coercion, or where the victim did not consent or was unable to consent or refuse?

- Yes
 No

***QUESTION 5**

If so, when? If "NO", enter N/A.

***QUESTION 6**

Have you ever been civilly or administratively adjudicated to have engaged in any sexual activity in the community or confinement setting?

- Yes
- No

***QUESTION 7**

If so, when? If "NO", enter N/A.

***QUESTION 8**

Have you ever engaged in sexual abuse in a prison, jail, lockup, community confinement facility or juvenile facility or any other facility type (as defined in 42 U.S.C 1997)?

- Yes
- No

***QUESTION 9**

If so, when? If "NO", enter N/A.

***QUESTION 10**

If you have previous employment in a community confinement center, jail, lockup or prison, the Prison Rape Elimination Act (PREA) requires Office of Juvenile Justice Human Resources to contact those employers prior to hiring any applicant for information on substantiated allegations of sexual abuse or any resignation during a pending investigation of an allegation of sexual abuse. Do you authorize the Office of Juvenile Justice, to contact any of your prior employers, whether listed on your employment application or not, to ascertain information required by the Prison Rape Elimination Act, Part 115 of Title 28 of the Code of Federal Regulations? I understand that prior to any offer of employment by the Office of Juvenile Justice that such information must be obtained. **IMPORTANT:** I also understand that if I do not authorize such contact, I will not be eligible for employment with the Office of Juvenile Justice. Should I be appointed from this announcement, I also understand that this authorization will remain valid for the duration of my employment with the Office of Juvenile Justice. Questions should be directed to Human Resources as noted in the Supplemental Information section of this job posting.

- Yes, I understand. You may contact my employers, past or present.
- No. Do not contact my employers, past or present.

* Required Question