

A RESOLUTION AMENDING THE CHILD CARE FUND BUDGET AND CREATING AND ELIMINATING POSITIONS FOR THE FAMILY DIVISION OF THE CIRCUIT COURT AND DETENTION

Washtenaw County Board of Commissioners

March 18, 1998

WHEREAS the Washtenaw County Board of Commissioners authorized the signature of the County Administrator on the Agreement Between the County of Washtenaw and the 22nd Circuit Court on the Administration of the Juvenile Detention Facility and the Programs Therein; and

WHEREAS the Juvenile Detention budget and Family Division budget have heretofore been integrated as part of the Child Care Fund; and

WHEREAS the Juvenile Detention budget and the Family Division budget need to be separated in order to provide accountability, accuracy and efficiency; and

WHEREAS Circuit Court and County Administration have come to agreement on the budget items that need to be transferred from the Family Division to Detention and vice versa; and

WHEREAS the reorganization of Juvenile Detention will allow for increased supervisory support and additional necessary services for youth; and

WHEREAS the net impact of the reorganization is the elimination of two (2) positions and the creation of six (6) positions; and

WHEREAS all position changes will be effective May 1, 1998; and

WHEREAS this matter has been reviewed by Corporation Counsel, the Finance Department, Human Resources, the County's Administrator's Office and the Ways & Means Committee

NOW THEREFORE BE IT RESOLVED that the Washtenaw County Board of Commissioners hereby creates and eliminates positions for realignment of the Family Division of Circuit Court and Juvenile Detention as follows:

Child Care – Juvenile Detention

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Position No.	Title	Group	Grade	Create	Eliminate
2618-0001	Psychologist Coordinator	15	26		1.0
2423-0001*	Juv Ct Clinical Social Worker	14	24		1.0
7741-0001	Detention Supervisor	24	77	1.0	
7741-0002	Detention Supervisor	24	77	1.0	
7741-0003	Detention Supervisor	24	77	1.0	
2255-0001	Social Services Worker	15	22	1.0	
2255-0002	Social Services Worker	15	22	1.0	

Child Care – Family Division

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Position No.	Title	Group	Grade	Create	Eliminate
2256-0002*	Family Division Counselor	14	22	1.0	

* placement of current occupant

BE IT FURTHER RESOLVED that the Board of Commissioners hereby authorizes the transfer of the following positions from the Detention budget to the Family Division of the Circuit Court as follows:

Position No.	Title	Group	Grade	FTE
2252-0001	In Home Services Worker	14	22	1.0
1561-0003	Youth Surveillance Attendant	14	15	.50
1561-0004	Youth Surveillance Attendant	14	15	.50

BE IT FURTHER RESOLVED that the Board of Commissioners hereby adopts the jobs descriptions for Detention Supervisor, Social Services Worker, and Family Division Counselor as attached hereto and made a part hereof.

BE IT FURTHER RESOLVED that the Board of Commissioners authorizes the 1998 Budget Adjustment as attached hereto and made a part hereof.

CHILD CARE FUND - 1998 BUDGET

Fund - #299

	<u>Current Budget</u>	<u>Revised Budget</u>	<u>Variance</u>
Revenue:			
540 State	\$ 1,589,233	\$ 2,347,371	\$ 758,138
580 Local	1,000	1,000	-
668 Other Revenue & Reimbursement	340,000	287,200	(52,800)
695 Transfers In	3,609,339	3,027,927	(581,412)
Total	\$ 5,539,572	\$ 5,663,498	\$ 123,926

Expenses:

700 Personal Services	\$ 2,122,327	\$ 2,368,366	\$ 246,039
725 Supplies	97,138	132,138	35,000
800 Other Services & Charges	2,104,570	2,479,881	375,311
920 Internal Service Charges	575,534	575,534	-
980 Reserves	532,424	-	(532,424)
990 Appropriations & Transfers Out	107,579	107,579	-
Total	\$ 5,539,572	\$ 5,663,498	\$ 123,926

General Fund

	<u>Current</u>	<u>Revised</u>	<u>Variance</u>
	<u>Budget</u>	<u>Budget</u>	
Expenses:			
9907 Child Care Appropriation (101-980-9840-7500)	\$ 3,609,339	\$ 3,027,927	\$ (581,412)
9810 Reserve for Child Care (101-980-9810-7500)	0	581,412	581,412
Total	\$ 3,609,339	\$ 3,609,339	\$ 0

Washtenaw County

JOB DESCRIPTION

Job Code: 7741**Authorization:** Pending**Employee Group:** 24

March, 1998

CLASS TITLE: DETENTION SUPERVISOR**DEPARTMENT:** Juvenile Detention**FLSA STATUS:** Exempt

JOB SUMMARY:

Under the supervision of a higher classified employee, supervises, advises and instructs those employees to which assigned. Responsible for the custody, supervision, care and activities of Detention home residents. Plans, organizes and coordinates shift activity in cooperation with the Director and other social services staff. Assists in setting schedules and shift procedures. Organizes specific, planned activities for residents. Receives inquiries, admissions, and conducts release of all juveniles, visitors and others. Assures security and safety of the institution during respective shifts. Provides direct services such as counseling to residents as needed.

EXAMPLES OF DUTIES:

Essential Duties

- Instructs employees assigned to shifts in proper shift procedures, institutional policies, rules and expectations. Administers staff disciplinary procedures when necessary. Teaches, by coaching and example, methods of youth supervision, counseling and control. Interview and makes recommendations for full- and part-time hiring.
- Determines daily schedule and routine including internal and external activities. Reviews, authorizes and receives business phone calls, new admissions and visitors. Releases youth and initiates external communication when necessary. Assists in the assignment of work, hours and scheduling.
- Reviews physical security of building and security capability of each shift. Counsels youth and staff in crisis situations. Decides and directs procedures during emergency circumstances.
- Assures security and safety of the detention facility subject to frequent exposure to unpleasant and hazardous working conditions by aggressive and potentially dangerous residents. Assists bailiff in handling recalcitrant residents at court hearings.
- Authorizes the routine intake of youth outside regular court hours. Notifies Director, Referee or Judge of serious procedurally complicated requests for admissions.

DETENTION SUPERVISOR

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- Records all daily business activity in shift log, including staff calls, important decisions, and business transactions. Assures that data or reports regarding youth, program or incidents are prepared and completed upon request of the Judge, Director or Caseworker.
- Ensures that the emotional and physical needs of the residents are met, including but not limited to:
 - ensuring that residents are given proper medical attention and maintaining accurate records of prescribed medication needed and given to residents,
 - scheduling adequate periods of supervised recreation time,
 - assuring that clothing and other daily needs are provided,
 - transporting youth when necessary from Detention to various court placements or appointments.
- Assures that medicines are given as prescribed and that special medical instructions are followed.
- Schedules court hearings and/or accompanies youth to court.
- Accepts bond money and/or surety bonds and issuing receipts.
- Issues directives for maintenance and janitorial services.
- Acts as liaison for courtesy detention between youth or respective counties. Acts as a liaison for social agencies with youth.
- Attends administrative / supervisory meetings. Assists in developing policy, procedures and implementation

of same. Participates as a team member with other staff in the review of services for individuals, as well as for the program.

- Provides assistance in the orientation and ongoing training of other employees.
- Performs the duties of a *Youth Counselor*.
- Performs other related duties as assigned

The above statements are intended to describe the general nature and level of work being performed by employees assigned this classification. They are not to be construed as an exhaustive list of all job duties performed by personnel so classified.

DETENTION SUPERVISOR

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EMPLOYMENT QUALIFICATIONS

Knowledge of:

Juvenile Detention rules and procedures.

Security procedures in the management of a 24-hour Detention facility.

Physical restraint and management techniques.

Computer applications related to the work.

Supervision and training techniques.

Skill in:

Directing, controlling and planning the activities of others.

Influencing people in their opinions, attitudes and judgments.

Working along and/or apart in physical isolation of others.

Performing effectively under stress. Attaining precise set limits, tolerances and standards.

Ability to respond effectively to emergency and/or extraordinary situations.

Establishing and maintaining effective working relationships with those contacted in the course of the work.

Ability to communicate effectively, both written and orally.

Ability to analyze complex problems and implement and make sound recommendations.

Physical restraining and managing youths.

Operating standard office equipment, including but not limited to a personal computer, fax machine and photocopier.

PHYSICAL DEMANDS

Duties require sufficient mobility to work in a normal office setting and use standard office equipment including a computer, vision to read printed materials and a computer screen, and hearing and speech sufficient to

communicate in person or over the telephone.

Duties may require employee to exert up to 100 pounds of force in the physical management and restraint of youth.

These requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

LICENSES AND CERTIFICATIONS

Possession of a valid Michigan Vehicle Operator's License is required.

DETENTION SUPERVISOR

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EDUCATION

Possession of a Master's Degree in social work, psychology or equivalent. Two (2) years of experience working in a child-caring institution or detention facility may be substituted, with the possession of a Bachelor's Degree in social work or psychology.

EXPERIENCE

Two (2) to three (3) years experience in human services in an area relevant to the specific positions, including psychology, social work, guidance & counseling, criminal justice, sociology or equivalent. One (1) year of experience in a supervisory capacity preferred.

NECESSARY SPECIAL REQUIREMENTS

Employees are required to carry and respond to beeper 24-hours a day.

This class description intends to identify the major duties and requirements of the job and should not be interpreted as all inclusive. Incumbents may be requested to perform job-related duties other than those outlined above and may be required to specific job-related knowledge for successful job performance.

Washtenaw County

JOB DESCRIPTION

Job Code: 2255

Authorization: Pending

Employee Group: 15

March, 1998

CLASS TITLE: SOCIAL SERVICES WORKER

DEPARTMENT: Juvenile Detention**FLSA STATUS: Exempt****JOB SUMMARY:**

Under the supervision of a higher classified employee, performs a range of direct and indirect services on behalf of the Juvenile Detention program. Plans, organizes and coordinates shift activity in cooperation with the Director and other social services staff. Responsible for making assessments as well as developing and implementing care plans. Provides direct services such as counseling and group activities to residents as needed. Maintains appropriate records, securing releases of information, arranging for appropriate mental and physical care of youth, and arranging for family visitation. Serves as the institutional interfaces with parents, guardians, Caseworkers and others on behalf of residents.

EXAMPLES OF DUTIES:**Essential Duties**

- Ensures that the emotional and physical needs of the residents are met, including but not limited to providing a variety of direct and indirect services which may be both planned and unplanned based upon the youth and family's situation and the youth's service plan.
- Coordinates the development of a comprehensive assessment of the youth, utilizing personal observation and the observations of all other Detention staff. Assessment may form the basis of the youth's service plan and may be used by Caseworkers or the Judge in determining the youth's future placement.
- Secures releases of information and develops youth/family documentation from parents, youth and Caseworkers sufficient to determine eligibility for state reimbursement, Medicaid or any other state/federal program as required.
- Maintains accurate records for each individual youth as assigned, including assessments, histories, releases, reports and case notes, and any other case record materials.
- Provides services to residents and their families utilizing a variety of modalities, including crisis intervention, as well as individual, group and family intervention. Arranges for family visitation, and may supervise family visitation.

SOCIAL SERVICES WORKER**Page Two**

- Provides assistance in the orientation and ongoing training of other employees.
- Coordinates the work of students and/or volunteers by assigning duties, reviewing work and interpreting County policies and procedures.
- Coordinates compliance with all special case instructions from the Judge, Director and Caseworkers when assigned.
- Records all daily business activity in shift log, including staff calls, important decisions, and business transactions. Assures that data or reports regarding youth, program or incidents are prepared and completed upon request of the Judge, Director or Caseworker.
- Accompanies youth to court when necessary and acts as liaison for social agencies with youth.
- Attends administrative meetings. Assists in developing policy, procedures and implementation of same. Participates as a team member with other staff in the review of services for individuals, as well as for the program.
- Performs other related duties as assigned.

The above statements are intended to describe the general nature and level of work being performed by employees

assigned this classification. They are not to be construed as an exhaustive list of all job duties performed by personnel so classified.

EMPLOYMENT QUALIFICATIONS

Knowledge of:

Juvenile Detention rules and procedures.

Security procedures in the management of a 24-hour Detention facility.

Physical restraint and management techniques.

Computer applications related to the work.

Training techniques.

Skill in:

Directing, controlling and planning the activities of others.

Influencing people in their opinions, attitudes and judgments.

Working along and/or apart in physical isolation of others.

Performing effectively under stress. Attaining precise set limits, tolerances and standards.

Ability to respond effectively to emergency and/or extraordinary situations.

Establishing and maintaining effective working relationships with those contacted in the course of the work.

SOCIAL SERVICES WORKER

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Ability to communicate effectively, both written and orally.

Ability to analyze complex problems and implement and make sound recommendations.

Physical restraining and managing youths.

Operating standard office equipment, including but not limited to a personal computer, fax machine and photocopier.

PHYSICAL DEMANDS

Duties require sufficient mobility to work in a normal office setting and use standard office equipment including a computer, vision to read printed materials and a computer screen, and hearing and speech sufficient to communicate in person or over the telephone.

These requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

LICENSES AND CERTIFICATIONS

Possession of a valid Michigan Vehicle Operator's License is required. Certification as a Social Worker in the State of Michigan preferred.

EDUCATION

Possession of a Master's Degree in social work, psychology or equivalent.

EXPERIENCE

One (1) to two (2) years experience in a child care institution.

NECESSARY SPECIAL REQUIREMENTS

Employees are required to maintain a flexible schedule and carry / respond to beeper 24-hours a day.

This class description intends to identify the major duties and requirements of the job and should not be interpreted as all inclusive. Incumbents may be requested to perform job-related duties other than those outlined above and may be required to specific job-related knowledge for successful job performance.

Washtenaw County

JOB DESCRIPTION

Job Code: 2256

Authorization: Pending

Employee Group: 14

March, 1998

CLASS TITLE: FAMILY DIVISION COUNSELOR

DEPARTMENT: Washenaw County Trial Court – Family Division

FLSA STATUS: Exempt

JOB SUMMARY:

Under the supervision of a higher classified employee, provides direct services to court clients who are at risk or out-of-home placement, in the form of individual, family and group counseling. Monitors current and future contracts and programs, and prepares quarterly reports for the same. Coordinates volunteers. Conducts family assessments and psychosocial assessments. Serves on the Case Management Team. Works closely with Intensive Probation and Casework.

EXAMPLES OF DUTIES:

Essential Duties

- Provides individual and family counseling for youth and families involved in the court. Provides the court with family assessments.
- Evaluates and assesses needs of Intensive Probation clients.
- Prepares and participates in the collection of data and information as assigned. Prepares verbal, written and statistical reports as necessary. Monitors contracts and programs.
- Assists the Field Services division with program development and implementation.

- Represents the agency to the community, other County departments, outside agencies, families of customers, and other interested parties in such a way that an understanding of customer's needs are fostered.
- Coordinates the work of students and/or volunteers by assigning cases, reviewing work, and interpreting agency policy and procedures.
- Provides assistance in the in-service training of other employees. Serves as a resource to other department employees by providing consulting and training.
- Participates in the planning and presentation of workshops, meetings and conferences. Serves on committees as appropriate.

FAMILY DIVISION COUNSELOR

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- Serves as Co-Chairperson of the parent task force. Facilitates group counseling for aggressive females involved with the court.
- Acts as a back-up for Caseworkers and Intensive Probation Workers, and handles crisis situations or assists staff in doing so.
- May need to work a flexible schedule, including weekend hours.
- Attends administrative meetings. Assists in developing policy, procedures and implementation of same. Participates as a team member with other staff in the review of services for individuals, as well as for the program.
- Performs other related duties as assigned.

The above statements are intended to describe the general nature and level of work being performed by employees assigned this classification. They are not to be construed as an exhaustive list of all job duties performed by personnel so classified.

EMPLOYMENT QUALIFICATIONS

Knowledge of:

Modalities of individual, family and group treatment.

Program development, implementation and management.

Principles and practices, applicable laws and regulations covering service delivery in the discipline to which assigned.

Administrative principles, procedures, rules and regulations.

Techniques of dealing effectively with individuals of varying socio-economic backgrounds.

Community resources available to customer families and individuals.

General knowledge of common office computer software programs as well as applications which are specified to the assigned unit/department.

Skill in:

Analyzing complex personal and procedural problems, evaluating alternatives and making sound recommendations.

Using sound independent judgment within established policy and procedural guidelines.

Maintaining accurate files and records.

Preparing clear, concise and effective written materials.

Making judgments and decisions.

Performing effectively under stress. Attaining precise set limits, tolerances and standards.

Ability to respond effectively to emergency and/or extraordinary situations.

Establishing and maintaining effective working relationships with those contacted in the course of the work.

FAMILY DIVISION COUNSELOR

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Operating standards office equipment including a personal computer.

Therapeutic skills in working with high risk youth and multi-need families.

PHYSICAL DEMANDS

Duties require sufficient mobility to work in a normal office setting and use standard office equipment including a computer, vision to read printed materials and a computer screen, and hearing and speech sufficient to communicate in person or over the telephone.

These requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

LICENSES AND CERTIFICATIONS

Possession of a valid Michigan Vehicle Operator's License is required. Professional licensing necessary to carry out the tasks of the unit/department to which assigned.

EDUCATION

Possession of a Master's Degree in behavioral sciences or equivalent.

EXPERIENCE

One (1) to two (2) years experience of progressively more responsible experience in performing professional level human services and/or related service delivery.

This class description intends to identify the major duties and requirements of the job and should not be interpreted as all inclusive. Incumbents may be requested to perform job-related duties other than those outlined above and may be required to specific job-related knowledge for successful job performance.



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