



HOWARD COUNTY GOVERNMENT **Job Posting**

Howard County Government is an Equal Opportunity Employer

DIRECTOR OF ROBERT J. KINSEY YOUTH CENTER

POSITION: Director of Robert J. Kinsey Youth Center

DEPARTMENT: Kinsey Youth Center, 701 S. Berkley Rd, Kokomo, IN 46902

The Kinsey Youth Center is a Howard County operated juvenile detention with a Secure unit licensed by the Department of Corrections, and an Emergency Shelter Care unit licensed by the Indiana Department of Child Services.

DUTIES:

The Director is responsible for the overall operation and staffing for the Youth Center; provide for the health, safety, and security of the residents; to implement program planning and supervision; to draft and present budgets; to ensure compliance with all licensing, accreditation, and health safety standards; and to represent the Center with regard to public relations and marketing.

SKILLS:

The Director should have the abilities to solve practical problems, deal with a variety of concrete variables in situations where only limited standardization exists, and to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

The Director should also have the abilities to read, analyze, and interpret professional journals, technical procedures, and governmental regulations; write reports, correspondence, and procedure manuals; and to effectively present information and respond to questions from government officials, others in the juvenile justice system, and the general public.

The Director should have basic computer skills as necessary to complete job duties and responsibilities.

JOB REQUIREMENTS

Minimal requirements for the position require that the Director be at least 25 years of age, and have either (a) a Master's degree in Social Work, Counseling, Social Work Administration, or a related Human Service degree from an accredited school and two (2) years of experience in the management or supervision childcare personnel and programs; or (b) a bachelor's degree in Social Work or a Human Service area of study

from an accredited school and four (4) years of experience in the management and supervision of childcare personnel and programs.

PERSONAL WORK RELATIONSHIPS: The Director should have the abilities to communicate tactfully, both verbally and in writing, and to analyze and solve problems.

The physical demands and work environment described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

PHYSICAL REQUIREMENTS: While performing the duties of this job, the Director is regularly required to stand, sit, and talk or hear. Specific vision abilities required by this job include close vision and distance vision.

WORK ENVIRONMENT: The Director performs duties in a standard office environment, and other locations as required.

FULL JOB DESCRIPTION PROVIDED AT INTERVIEW

Submit completed application and resume by October 24, 2022 to:
Judge Lynn Murray
Howard County Circuit Court
judgeLHM@aol.com