

**YOUTH REHABILITATION ADMINISTRATOR****NATURE OF WORK IN THIS CLASS:**

Plans and administers comprehensive treatment and custodial programs for delinquent youths of the Territory, including such areas as the rehabilitation, treatment, vocational and academic education, recreation, discipline and support service.

**ILLUSTRATIVE EXAMPLES OF WORK:** (These examples do not list all the duties which may be performed; any one position may not include all the duties listed.)

Plans, directs and coordinates the operations of the Department of Youth Affairs Special Services Division, involving Juvenile Hall, Casework Services, Cottage Homes and Vocational Rehabilitation/Maintenance Shop activities.

Prepares budget proposal for the Division; administers administrative policies for personnel, training, safety, procurement of supplies and materials, fiscal and related activities.

Set goals, standards and guidelines for Division program; formulates and administers policies and procedures for operations and functions; evaluates program and staff and takes appropriate action to improve effectiveness.

Establishes and maintains relationships with other departments, the courts, law enforcement agencies, and community agencies and organizations.

Directs the maintenance of records; prepares administrative and technical reports.

Performs related duties as required.

**MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:**

Knowledge of the principles, methods and techniques used in the operation of juvenile detention and rehabilitation facilities.

Knowledge of the variety of rehabilitation and treatment practices applicable to delinquent youths.

Knowledge of the principles, practices and techniques of program administration and supervision.

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Knowledge of the psychological principles and techniques applicable to the care and rehabilitation of juvenile delinquents, and to the growth, development, needs and unique problems of children.

Ability to administer comprehensive treatment and rehabilitation programs for delinquent youths.

Ability to interpret, apply and make decisions in accordance with pertinent laws, policies, regulations and other program guidelines.

Ability to analyze and evaluate program operations and initiate/recommend changes to improve effectiveness.

Ability to work effectively with employees and the public.

Ability to communicate effectively, orally and in writing.

Ability to maintain records and prepare reports.

MINIMUM EXPERIENCE AND TRAINING:

- a) Three years of progressively responsible experience in youth correction, probation, parole or related youth service work; two years of supervisory work in a youth institutional setting; and graduation from a recognized college or university with a Bachelor's degree in the behavioral or social sciences or closely related fields; or
- b) Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

Established: July, 1980

Amended: May, 1985

Pay Range: 38<sup>52</sup>

  
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J.C. BORJA, Executive Director  
Civil Service Commission