



LAKE COUNTY GOVERNMENT CENTER
2293 NORTH MAIN STREET
CROWN POINT, IN 46307
(Internal / External)

Department: Lake Superior Court – Juvenile
3000 West 93rd Avenue
Crown Point, IN 46307

Position: Director of Juvenile Detention

Classification: Full Time

FLSA: Exempt

Direct Reports: 7

Reports to: Chief Deputy

Requirements:

Salary: \$90,716

- Degree in criminal justice or the social services field preferred.
 - Proven experience in supervising inmates and managing others.
 - Strong skills in conflict management and resolution.
 - Familiarity with motivational interviewing techniques is highly desirable.
 - Excellent communication skills, both verbal and written.
 - Ability to work collaboratively with diverse groups of people.
 - Strong organizational skills with attention to detail
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Purpose of Position/Summary:

POSITION SUMMARY:

This position shall be responsible for the day-to-day managerial operations of the Lake County Juvenile Detention facility. We are seeking a dynamic and experienced Director to lead our organization in achieving its strategic goals and objectives. The ideal candidate will possess strong leadership skills, a background in social work or law enforcement, and a commitment to fostering a positive and productive work environment. This role requires an individual who can effectively manage teams, resolve conflicts, and motivate staff to excel in their roles.

Essential Duties/Responsibilities:

- Interpret and apply the best child care standards possible in the areas of safety, security and overall welfare of the residents
- Oversee daily operation of the Center
- Interview and recommend candidates for employment
- Oversee orientation and training of staff
- Formulate and apply personnel and facility goals, policies and procedures consistent with policy guidelines set forth by the Senior Judge
- Prepare annual budget proposals
- Prepare local and state reports
- Maintain budget adherence and County policies
- Prepare and present grant proposals
- Maintain working relationship with County Departments and other agencies
- Maintain a comprehensive knowledge of progressive practices in other juvenile facilities
- Maintain a comprehensive knowledge of all legislation pertaining to the detention of juveniles
- Maintain a working knowledge of the physical structure of the building
- Respond to all emergencies with appropriate action
- Represent the Juvenile Center/Court in the community as directed by the Senior Judge
- Keep the Senior Judge appraised of the status of the Lake County Juvenile Center
- Make recommendations to the Senior Judge regarding policy modification and staff disciplinary action
- Keep abreast of the availability of innovation equipment and endeavor to keep the facility up to date
- Meet with and counsel residents and their parents as required
- Ensure that the facility physical plant complies with all local and federal codes
- Oversee the maintenance and appearance of the facility
- Respond to press inquiries authorized by the Senior Judge
- Assume the responsibility as official “Keeper of the Records” for the facility
- Arbitrate among staff or departments as needed
- Maintain knowledge of staffing and material/equipment needs
- Be on call 24 hours a day, 7 days a week
- Work in cooperation with arresting agencies to ensure that admissions are facilitated appropriately
- Assume responsibility for the security of the Lake County Juvenile Justice Complex
- Supervise and mentor staff, providing guidance and support in their professional development.
- Manage conflicts within the team or organization, employing conflict management strategies to resolve issues promptly.
- Collaborate with external agencies and community partners to enhance service delivery.
- Ensure compliance with relevant laws, regulations, and organizational policies.
- Conduct regular assessments of programs and services to identify areas for improvement.

All Resumes and applications must be sent to the Human Resources Department of Lake County

**Attn: Human Resources
2293 North Main Street
Crown Point, IN 46307**

Application are located on the 3rd floor of Government Center in the Human Resources