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NOTICE OF POSITION OPENING

There is a job opening for part time Chief Administrator for the Presque Isle County Juvenile Holding Facility. Applicants are subjected to a pre-employment physical, drug screen and background check.

Applicants may submit a resume with cover letter to the Presque Isle County Probate Court Office, P.O. Box 110, Rogers City, MI 49779, by February 28, 2025.

A job description is available at the Presque Isle County Probate Court Office and on the Presque Isle County website at www.presqueislecounty.org

12/9/24
Date


Honorable Erik J. Stone P29088

Presque Isle County is an Equal Opportunity Employer.

Chief Administrator- Presque Isle County Juvenile Holding Facility

Location: 267 N 2nd St Rogers City, MI 49779

Job type: Part-time/On-Call

"Chief Administrator" means the person designated as having the day-to-day responsibility for the overall administration of a facility and for assuring the care, safety, and protection of residents.

Program Statement: The Presque Isle County Juvenile Holding Facility is a two-bed facility that provides temporary emergency and short-term secure detainment for male and female delinquent youth ages 10-17 that are under the jurisdiction of the 53rd Circuit Court Family Division in Presque Isle County. These youth can be adjudicated youth, youth with a petition pending, or youth awaiting placement in another facility or treatment center.

Chief Administrator must meet the following requirements:

- Possess either of the following:
 - (a) A master's degree in any of the following areas and 1 year of supervisory experience in a facility, a child caring institution, a child placing agency, or a criminal justice agency:
 - Social work.
 - Sociology.
 - Psychology.
 - Guidance and counseling.
 - Criminal justice.
 - Other human services field.
 - Education.
 - Business administration.
 - Public administration.

OR

- (b) A bachelor's degree with a major in any of the following areas and 2 years of supervisory experience in a facility, a child caring institution, a child placing agency, or a criminal justice agency:
 - Social work.
 - Sociology.
 - Psychology.
 - Criminal justice.
 - Guidance and counseling.
 - Other human services field.
 - Education.
 - Business administration.
 - Public administration.

Must complete and return a record of no findings on the MDHHS Central Registry Clearance, a criminal history background check free of felony convictions, a physical examination which indicates satisfactory health status free from communicable diseases including TB, and physical ability to perform the functions of this job description with or without accommodations. Must have reliable transportation and a valid State of Michigan Driver's License.

Responsibilities:

- On-site day-to-day operation of the institution and for ensuring compliance with these rules.
- Administratively responsible annually for all of the following functions:
 - (a) Annually develop a plan of financing to carry out the facility's programs.
 - (b) Not less than once annually, conduct a written assessment and verify the agency's compliance with these rules.
 - (c) Develop and implement a written plan to correct, within 6 months, rule violations identified as a result of the assessment conducted pursuant to subdivision (a) of this subrule.
 - (d) Conduct a written evaluation of trends and patterns of all unplanned discharges.
- Research, arrange, and schedule training sessions for all new and experienced employees and volunteers. The trainings shall include new orientation, in-service trainings, professional development and advancement training.
- Initiate a thorough investigation and administer appropriate disciplinary actions and/or criminal prosecution in relation to all suspected incidents of child abuse or neglect, whether they occurred prior to admission or during the juvenile's stay.
- Work with staff involved in any grievances and investigate it thoroughly and make a determination on the grievance. Work with staff filing any grievances.
- Review the fire and emergency plans, revise and update as deemed necessary.
- Ensure the existence of emergency evacuation plans.
- Review the behavior management system annually, update it as needed, and record the updated dates in the facility file.
- Compile a list of interventions taken by staff that are appropriate when rules are violated and ensure that all staff are trained on such behavior management procedures.
- Schedule trainings for staff members to ensure proper behavior management techniques by all staff members.
- Review restraints monthly or more frequently as needed.
- Review policies yearly.