



HONORABLE ERIK J. STONE
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STATE OF MICHIGAN
COUNTY OF PRESQUE ISLE
53RD CIRCUIT COURT – FAMILY DIVISION
PRESQUE ISLE COUNTY PROBATE COURT
PROBATE: Phone (989) 734-3268 /Fax (989) 734-4420
FAMILY DIVISION: Phone (989) 734-2214
MONDAY – FRIDAY
8:00 AM – 4:30 PM

JANICE LEMMON
PUBLIC GUARDIAN
(989) 734-5278

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DIRECTOR OF JUVENILE SERVICES
PROBATION OFFICER
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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 October 25, 2024.

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

10/8/24

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 by the licensee as having the onsite day-to-day responsibility for the overall administration of a child caring institution 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:

- A master’s degree in a human behavioral science, education, business administration, or public administration from an accredited college or university **AND** 2 years of experience in a child caring institution or child placing agency or equivalent organization from another state or Canadian province.

OR

- A bachelor’s degree with a major in education, a human behavioral science, business administration, or public administration from an accredited college or university **AND** 4 years of post-bachelor’s degree experience in a child caring institution or child placing agency or equivalent organization from another state or Canadian province.

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) Not less than once annually, conduct a written assessment and verify the agency’s compliance with these rules.
 - (b) 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.
 - (c) 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.