



## Job Announcement

Job Title: Juvenile Detention Manager

Location: The Dalles, Oregon

Full-Time, Regular Position

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### **CLOSE DATE**

This position will remain open until filled. The first application review will be Thursday, December 16, 2021.

*We reserve the right to close this recruitment at any time on or after that date.*

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### **PAY and BENEFITS**

NORCOR proudly offers an attractive compensation and benefits package, including competitive wages, cost of living adjustments, merit increases (for eligible employees) and a robust sick and vacation plan for regular status employees.

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### **Competitive Compensation Package**

Annual Salary Range: \$74,003.50 – \$94,618.06

*\*Starting salaries will be within the posted pay range, based on job-related factors, such as relevant experience. This may include military service, paid work, and unpaid work (internships, volunteering, etc).*

In addition to competitive wages, NORCOR offers an attractive benefits package and incentives for employees in regular status positions.

### **Generous paid time off package including**

- 23.33 hours of vacation accrued per month
- 8 hours of sick accrued per month
- 9 paid holidays per year

### **Membership in the Public Employees Retirement System (PERS)/Oregon Public Service Retirement Plan (OPSRP)**

- Employer paid 6% PERS retirement contribution
- OPSRP members get vested after five years of contributions or when they reach age 65
- Other Retirement Savings Options that allow for additional retirement funds savings, including an option to contribute a portion of employee earnings on a pre or post-tax basis to a Deferred Compensation Plan.

### **Other Benefits**

- A competitive Medical Plan that includes options for families, vision, dental and prescription drug coverage.
- Robust of EAP [?](#)and wellness programs
- A variety of additional optional benefits

**This is a full time (40 hours per week) non-represented group**

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## **ABOUT NORCOR**

NORCOR is a co-located facility that holds between 100 to 130 adults in custody and approximately 20-24 youth in custody. NORCOR was created in 1996 by an Intergovernmental Agreement between Gilliam, Hood River, Sherman and Wasco Counties. NORCOR is governed by a Board of Directors representing each of the member counties. A Juvenile Oversight Committee comprised of the four county juvenile directors oversees the operations for the juvenile detention facility.

NORCOR is the regional juvenile detention facility serving North Central and Eastern Oregon, two South Central counties in Washington, and through a contract with Bureau of Indian Affairs (BIA), the Confederated Tribes of the Warm Springs.

The NORCOR juvenile facility houses multiple programs under one roof: a youth pre-trial detention facility, a 30-day extended detention program, and a Youth Care Center, which is designated by the Oregon Youth Authority (OYA). On average, NOROCR houses 5-8 youth who are participating in the extended detention or Youth Care Center programming.

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## EXPLORE THE REGION

NORCOR is located in The Dalles, Wasco County, Oregon. Wasco County is a rural and somewhat isolated region located in the heart of the Columbia River Gorge National Scenic Area in north-central Oregon about 90 minutes east of Portland. Wasco County and the Columbia Gorge region sit in the middle of the Cascade Mountain range, with 11,000 ft. snow-capped Mt. Hood to the south and 10,000 ft. snow-capped Mt. Adams to the north. The Columbia River provides the northern boundary with the State of Washington. The diverse terrain provides outdoor recreation year round from fishing and water sports along the Columbia, John Day and Deschutes Rivers, hiking on the many trails throughout the Gorge, and winter sports with Mt. Hood.

The Dalles Chamber of Commerce: <https://thedalleschamber.com/>

Visit Hood River: <https://visithoodriver.com/>

Sherman County: <https://www.co.sherman.or.us/>

Gilliam County: <http://www.co.gilliam.or.us/>

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## EQUAL EMPLOYMENT OPPORTUNITY

NORCOR is an Equal Opportunity Employer. We value diversity, equity, and inclusion as essential elements that create and foster a welcoming workplace. All qualified persons will be considered for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, political affiliation, disability or any other factor unrelated to the essential functions of the job.

If you wish to identify yourself as a qualified person with a disability under the Americans with Disabilities Act and would like to request an accommodation, please address the request to Human Resources prior to the recruitment close date. You may request an accommodation during the online application process.

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## VISA SPONSORSHIP

NORCOR does not offer visa sponsorships. Within three days of hire, applicants will be required to complete an I-9 and confirm authorization to work in the United States.

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## KEY COMPETENCIES FOR SUCCESS IN THIS POSITION

**Embodies** the work culture of NORCOR by demonstrating a commitment to the Core Values of Service, collaboration, respect and accountability.

**Creates a Respectful and Safe Environment** by promoting a working culture in which employees and all youth, families, and victims served feel physically and emotionally safe and able to express themselves without repercussion. The ideal candidate is committed to serving diverse populations and recognizes

all youth, families, and the victims served must be treated with dignity and respect, and must not experience discrimination, bias, or lack of equity in services.

**Lead Employees** by providing effective guidance and strategic direction to employees towards meeting the organization's vision, mission, and goals.

**Puts Ethics into Action** by holding himself, herself, or themselves to a high standard of professional, honest, and objective behavior in all dealings with our youth, families, stakeholders, community partners, and service providers.

**Engages in Excellent Communication** by effectively and proactively exchanging information with other managers, supervisors, employees, and stakeholders in both verbal and written formats.

**Demonstrates Organizational Savvy** within interpersonal relationships with both internal and external groups to identify opportunities of mutual interest and benefit.

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## COVER LETTER REQUIRED

As part of the application process, applicants are required to submit (upload to their application) a cover letter that includes the following information (Please Note: The cover letter must not exceed a maximum of five (5) single-spaced, 8.5" by 11" pages):

Below is the list of minimum requirements for this **Juvenile Detention Manager** position (with the exception of interpersonal skills, drug testing, background check, and driving requirements, as they will be addressed in a different part of this application). Please explain how your knowledge, education, training, skills, and/or professional work experience meet each of the numbered "Required Minimum Qualifications" listed below. Please number your explanation for each minimum requirement to correspond with how they are enumerated below.

1. A minimum of six (6) years of relevant work experience in a youth-serving or public safety system, such as juvenile justice or child welfare. (Any combination of relevant work experience, education and/or training that would likely provide the required knowledge and skills, may substitute for up to two (2) years of the required years of experience.)
2. A minimum of three (3) years of work experience directly supervising employees. (Supervisory experience is defined as/includes providing daily work direction and/or scheduling, assigning work, checking completed work, training, coaching, maintaining confidentiality related to personnel records and issues, as well as performance evaluation and taking corrective action when needed.)
3. Experience developing and managing a complex department budget, including contract negotiations, fiscal reporting, and government procurement processes.
4. Experience applying the principles of adolescent development.
5. Experience applying state laws, rules and regulations related to education, juvenile justice, child welfare or criminal justice fields

7. Knowledge of youth development and family structures, symptoms of physical and mental health conditions, substance abuse, and the methods and techniques used in response to these needs.

8. Experience applying research to practice in order to improve outcomes for youth and families.

9. Experience working with evidence-based practices in education, juvenile justice, child welfare, or criminal justice

10. Experience in collaborative planning, implementation, and quality assurance for a program or initiative, which involves multi-system and community collaborations.

Below is the list of preferred qualifications for this Juvenile Detention Manager position. As applicable, please describe how your knowledge, education, training, skills and/or professional work experience relate to or meet ANY of the numbered "Preferred Special Qualifications" listed below. Please number your explanation for each preferred qualification to correspond with how they are enumerated below.

1. Master's degree in criminology, criminal or juvenile justice, psychology, sociology, social work, or a related field

2. Experience working with people of diverse backgrounds, perspectives, and cultures

3. Experience in addressing inequities created by systems and policies that create barriers to the well-being and opportunity for youth that have marginalized identities including but not limited to youth of color, youth from lower socioeconomic status (SES) families, youth that identify as LGBTQIA+, and youth with different abilities.

4. Experience using Microsoft Office applications (i.e. Word, Excel, Outlook, and PowerPoint)

5. Experience presenting and working with a Board of Directors, multi-disciplinary advisory boards, and community stakeholder groups.

## **Detention Manager**

### **Job Description**

#### **POSITION TITLE**

Detention Manager

#### **REPORTS TO**

Juvenile Directors Oversight Committee

#### **POSITION SUMMARY**

The NORCOR Detention Manager works with the Juvenile Directors' Oversight Board. The Detention Manager is responsible for adhering to the NORCOR shared services policies and procedures that are supervised by the Business Manager. The Detention Manager provides leadership, supervision, and operational management for the NORCOR juvenile detention facility. This position is responsible for providing recommendations to the Juvenile Directors' Oversight Committee for compliance with all local, state, and federal laws and regulations.

The position of detention manager is a member of the overall NORCOR Executive Management Team.

#### **DUTIES AND RESPONSIBILITIES**

- Participates in regularly scheduled Management Team meetings with the Business Manager and Jail Manager.
- Supervises the management activities and operation of the juvenile detention facility.
- Develops and approves the necessary policies and protocols for the juvenile detention facility, ensuring compliance with applicable local, state, and federal laws and regulations.
- Informs and collaborates with the Juvenile Directors' Oversight Board regarding operational directions and needs for the youth in custody from member counties.
- Reviews and provides feedback to the Management Team for the purposes of shared services.
- Provides primary leadership for the staff of the NORCOR juvenile detention facility.
- Provides support and information to the Juvenile Directors Oversight Committee.
- Leads and ensures that the operations of the NORCOR juvenile facility are in compliance with the Oregon Detention Guidelines through the Oregon Youth Development Division of the Oregon Department of Education.
- Represents the NORCOR juvenile detention facility as a subject-matter expert for juvenile detention within region, state, and national affiliate groups.

- Participates in continuing educational opportunities and trainings to remain up-to-date on best practices and changes in the field of juvenile detention.
- Collaborates with the Business Manager to implement Human Resources best practices.
- Develops the NORCOR annual budget in collaboration with the Business Manager and Jail Manager.
- Responsible for the selection, training, supervision, performance evaluation, and any disciplinary outcomes for the command staff of the NORCOR juvenile facility.

### **SUPERVISORY RESPONSIBILITY**

This position has the supervisory responsibility for hiring, training, supervision and any potential disciplinary actions for any staff within the NORCOR juvenile facility. This position has direct responsibility for all command staff at the NORCOR juvenile facility, including all performance evaluations.

### **QUALIFICATIONS**

To perform the essential duties of this position, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

### **EDUCATION AND EXPERIENCE**

Requires six (6) years of relevant work experience in youth serving or public safety system policy and leadership such as juvenile justice or child welfare. A Bachelor's Degree in corrections, public or business administration, sociology, corrections, education or a related field of study. A career record of increasing responsibility, experience or background in local government administration or any satisfactory combination of experience and training may be substituted for required education.

A minimum of three (3) years of work experience directly supervising employees (Supervisory experience is defined as providing daily work direction, scheduling, assigning work, checking completed work, training, coaching, maintaining confidentiality related to personnel records, performance evaluations, and taking corrective action steps).

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully, perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand; walk; sit; and use hands to finger, handle, or feel objects, tools, or controls. The employee is occasionally required to reach with hands and arms; stoop, kneel, crouch, or crawl; and talk or hear. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust focus.

**WORK ENVIROMENT**

Detention facilities are unique by nature. Communications may be by electronic means, requiring visual and audio queues and codes. The noise level in the work place is usually moderate but is unpredictable, and can escalate to a loud level of abusive verbal sounds and terminology.

The level of security is usually secure, but there could be situations where the safety of the employee could be compromised, or the potential of a hostage or threatening situation may be present

There may also be the presence of various potentially contagious bacteria or viruses as well as the possibility of blood borne pathogens