

Admissions Coordinator

GENERAL DEFINITION OF WORK:

Performs responsible and professional case management for detainees and serves as the primary liaison between the agency and court personnel; does related work as required. Work is performed under the general supervision of the Assistant Superintendent (Programs). Supervision may be exercised over subordinate personnel.

TYPICAL DUTIES:

Provides case management services that insure compliance with applicable regulatory requirements;

Prepares court reports, transfer reports, statistical reports, and other professional reports as required;

Effectively communicates and/or facilitates the scheduling of detainee court appearances, professional visitation, mental and physical health care, and other appointments as necessary;

Assists in detainee intakes and releases as assigned;

Serves as the agency liaison with the courts and legal guardians;

Conducts and/or oversees the administration of mental health screenings and makes referrals as needed;

Conduct detainee groups;

Monitors detainee's academic progress, physical, emotional, and overall adjustment to detention;

Provides assistance in program development and implementation;

Interprets regulatory standards to agency staff;

Interprets agency programs to other agencies, community groups and associations;

Maintains case records and other reports;

Serves on the Management Advisory Committee;

Provides training as assigned;

Manages data entry into the Juvenile Tracking System (JTS);

Supervise and evaluate subordinate personnel;

Performs related tasks as required.

KNOWLEDGE, SKILLS, AND ABILITIES:

General knowledge of social and economic issues, juvenile delinquency, and residential or custodial care; general knowledge of acceptable and ethical social work practices; ability to communicate effectively orally and in writing; general knowledge in the use of computers and basic word processing software; general knowledge of social institutions and methods of the helping process; ability to identify social problems and needs of detainees and facilitate referrals as appropriate; ability to plan and organize work independently; ability to work effectively with co-workers, detainees, and other professionals; ability to counsel and conduct interviews of a personal and sensitive nature; ability to work with maladjusted juveniles; ability to provide effective crisis management services; ability and willingness to organize, manage, and coordinate work team operations; ability to establish and maintain effective working relationships with Commission members, court personnel, law enforcement personnel, co-workers, supervisors, detainees, parents and/or legal guardians, and the general public.

EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to graduation from an accredited college or university with major course work in psychology, social work, sociology, special education or related allied profession and experience in social work and/or case management, preferably in a residential environment. Experience in criminal justice or juvenile justice is required.

PHYSICAL REQUIREMENTS:

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact. Physical ability to effectively use and operate office equipment, such as, computers, calculators, copiers, and fax machine. Must have the ability to walk and stand for long periods of time. Must have the physical capacity to lift a minimum of 1.5 cubic feet of files (approximately 40 lbs.), move furniture, and restrain violent detainees.

SPECIAL REQUIREMENTS:

Must be able to successfully complete and maintain certification in CPR, First Aid, Med Agent, OSHA, and physical restraint without accommodation outside normal training guidelines. Must have a valid Virginia driver's license.

