



# CAREER OPPORTUNITIES WITH THE OREGON YOUTH AUTHORITY

CURRENTLY RECRUITING FOR. . . .

**Principal Exec Manager F  
Superintendent at Oak Creek Youth Correctional Facility  
(An all Female Gender-Specific Facility)  
\$4705 - \$7279 Monthly**

Oregon is committed to providing gender specific programming and services for young women offenders in the OYA system. The Oak Creek YCF will reopen in January, 2008 for an all female population. The superintendent will have an active role in addressing and supporting effective female gender specific treatment approaches and responding to young women's unique issues and needs. Oregon will strive to be a national leader in effective correctional services to young women with positive measurable outcomes.

The mission of the Oregon Youth Authority (OYA) is to protect the public and reduce crime by holding youth offenders accountable and providing opportunities for reformation in safe environments. In support of this mission, the Agency Director's Message states:

*"The Oregon Youth Authority's mandate is multi-faceted. Our most important charge is to protect the public and hold youth offenders accountable for their behavior. But at all levels of the organization, our greatest challenge is to provide youth with opportunities to learn personal responsibility, develop social skills, and make positive choices for themselves. Our goal is to prevent youth from moving deeper into the juvenile justice or the adult corrections systems".*

As an OYA employee, individuals are a part of the team responsible for the supervision, management and administration of correctional facilities, parole and probation services, community out-of-home placements, and other functions related to state programs for youth corrections. These responsibilities are provided for youth offenders from diverse cultures and backgrounds ranging in age from 12 to 18 (in some cases up to age 25). The youth offenders may reside in one of ten OYA-operated facilities located around the state or may be involved with services under the jurisdiction of OYA such as parole and probation.

**The Oregon Youth Authority values culturally competent staff to provide a continuum of services to our diverse clientele.**

## GENERAL INFORMATION . . .

- This position is with the OYA's Oak Creek Youth Correctional Facility, serving young women offenders, located in Albany.

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**Announcement Number: LEYA7030  
Classification Number: X7010**

**Open Date: July 30, 2007  
Close Date: August 31, 2007**

- **If you applied to the announcement number LEYA7028, you do not need to apply again - your application will be considered.** This announcement was revised to include gender-specific information about the facility and will replace announcement number LEYA7028.
- This recruitment is open to anyone meeting the qualifications listed in the “TO QUALIFY” section below.
- Applicants offered employment will be:
  - subject to a fingerprint-based criminal record check (conviction of a crime will not automatically preclude appointment; the circumstances involved in the conviction will be considered); and
  - subject to pre-employment drug testing.
- A benefit of this position is participation through the Public Employees Retirement System (PERS) in the Oregon Public Service Retirement Plan (OPSRP) with employer contributions. This position is also designated as “Police and Fire” membership with PERS which includes the ability to retire 5 years earlier than positions designated “General Membership”.
- All positions in OYA require the incumbent to serve as a “Mandatory Reporter” of child abuse.

## **TO QUALIFY . . .**

Your PD 100 (application form) will be reviewed to verify that you meet the qualifications stated in this section. To receive credit, your application form must clearly show that you have:

- four years of management experience in a public or private organization related to corrections, juvenile justice, or treatment programs for youth which included responsibility for each of the following: (a) development of program rules and policies; (b) development of long and short-range goals and plans; (c) program evaluation; and (d) budget preparation.

Graduate level courses in management (48 quarter or 32 semester) may be substituted for one year of the required experience.

**In the “Work History” section on your application you must clearly describe your experience in each of the a), b), c), and d) areas listed. Failure to provide this information may result in eliminating your application from further consideration.**

**NOTE: Preference may be given to candidates with experience in working with gender-specific programs related to young women.**

## **DUTIES AND RESPONSIBILITIES . . .**

The purpose of this position is to direct and manage the operations and delivery of service for young women at the Oak Creek Youth Correctional Facility. Oak Creek YCF is a part of the OYA facility system operating at a 75 bed capacity and providing services intended to prepare female youth offenders and DOC inmates for transition to the community or OYA Corvallis House Young Women’s Transition Program.

Major duties:

- Establishes program unit goals, objectives, and priorities, in coordination with OYA, other state agencies and community partners; plans, develops and operates programs and services addressing the needs of young women in the program.
- Ensures program operation and practice is consistent with gender specific/equal access ORS 417.270 law, Federal and State law, Oregon Administrative Rules, Interagency agreements, and OYA policy and procedure.
- Establishes and maintains local procedures to implement OYA policy ensuring program operation and practice is consistent with Federal and State law, Oregon Administrative Rules, Interagency agreements, and OYA policy and procedures.
- Ensures appropriate documentation and data collection protocols exist to evaluate program performance and service provision.
- Monitor and manage program budget and expenditures to maximize efficiency and assure appropriate service provision; ensures expenditures meet state purchasing and contracting guidelines.
- Supervises program director(s) and supervisors who are responsible for evidence based female responsive treatment programs, business services, security, employee services and maintenance;
- Respond to inquiries and complaints from the community, individual citizens and youth and their families.
- Establish and oversee protocols for investigation of staff and youth misconduct. Initiate and conduct investigations, including review of findings, determination of corrective actions and communication of results to supervisor or administration.
- Reviews and approves the hiring for each position within the institution ensuring a diverse and culturally competent staff team; Reviews and signs off on performance evaluations. Actively participates in grievances, disciplinary actions and the dismissals of employees.
- In the role of legal guardian, make decisions regarding youth, including those involving medical and dental needs and schooling. Cause investigations to be made of alleged abuse of youth, escape/assault attempts or other sensitive issues;
- Acts as parole and revoking authority for all youth at the institution which involves initiating of legal documents to the committing court;
- Meets regularly with institution management staff to make decisions regarding the general operation of the institution, personnel matters, and program or treatment changes;
- Develops, implements and evaluates young women gender specific evidence based programming that promotes reduction of risk factors and the enhancement of protective

factors designed to improve young women's opportunity for successful transition to the community.

- Communicates with the OYA Corvallis House Transition Program, OYA field staff and community providers to assure coordination of service provision and youth transition. Works closely with Corvallis House to share resources, enhance communication between programs, maintain continuity of services and provide seamless transition.
- Maintains communications with juvenile judges, juvenile department directors, and law enforcement officials. Works closely with community stakeholders in evaluating community needs and the role of the state in providing services to young women on a region-wide basis;
- Represents juvenile corrections with community stakeholders in interfacing state services with local resources;
- Speaks to public groups such as service clubs, colleges and corrections conferences, and respond to inquiries and questions from the news media.

### **WORKING CONDITIONS . . .**

- \* Requires adhering to the dress code of the specific work site.
- \* Requires maintaining a pattern of dependability as demonstrated by acceptable attendance and being on time to work station.
- \* Requires the ability to read, speak and write in English.
- \* OYA facilities are a tobacco free environment.
- \* This position is located in a close custody facility which requires, as a primary responsibility, strict adherence by each employee to security measures at all times to assure the custody, control, and supervision of female youth offenders.
- \* Daily contact with youth and others who exhibit hostile, assaultive behavior.
- \* Travel is required. You must have a valid Oregon driver's license and an acceptable driving record or appropriate alternative transportation.

### **THIS IS THE TEST . . .**

There is no test for this job. If you meet the "To Qualify" requirements on this announcement, your name will be placed on the list with a code of QLF (Qualified). List the announcement number shown on this job announcement on your PD 100 application.

**Only those applicants whose background most closely matches the needs and the requirements of this position will be contacted for an interview.**

### **APPLICATION PROCESS...**

**Obtain** a State of Oregon application (form PD 100) from a local Oregon Employment Department office **OR** most state agency personnel offices. **If you have a disability and need an alternative format in order to complete the application form (PD 100),** you may

call the OYA Employee Services at 503 373-7383, or TTY 503 378-4672 for the hearing impaired to leave a message about the alternative format needed.

Mail or deliver your completed application materials **and** supplemental forms to:

Oregon Youth Authority, Employee Services  
530 Center Street NE, Suite 200  
Salem OR 97301-3765

**Applications must be received by 5:00 p.m. on the close date shown on this announcement and must be complete and legible.**

Applications may be FAXED to 503 373-7623. The Oregon Youth Authority cannot be responsible for materials that are illegible or missing as a result of transmitting by FAX or which may be lost in the mail.

**PRIOR TO SUBMITTING YOUR APPLICATION, HAVE YOU:**

- Reviewed the “To Qualify” section on this announcement to verify that you meet the minimum qualifications for this position?
- Clearly stated your qualifying experience in the Work History on your application?
- Indicated the correct title, class and announcement number from this announcement on your application?
- Included your Social Security Number on the front page of your application?
- Attached any required supplemental information or test answer?
- Signed and dated your application?

**SUBMIT** only the required materials. Keep reference letters or work examples for interviews. Be sure to keep a copy of your application for job interviews. **COPIES ARE NOT PROVIDED.**

**NOTICE** of results will be sent by mail. Although agencies are not required to delay their selection process, you may request a review of the results. Your request must be received **within 10 days** from the date of the notice. Additional information cannot be accepted.

**CURRENT JOB OPENINGS and information on application forms are available through:**

Oregon Youth Authority, Toll Free (1-800-375-2864)  
[www.oregon.gov/OYA](http://www.oregon.gov/OYA) **OR** [www.oregonjobs.org](http://www.oregonjobs.org)

**THE OREGON YOUTH AUTHORITY IS AN EQUAL OPPORTUNITY, AFFIRMATIVE ACTION EMPLOYER, COMMITTED TO SELECTING, TRAINING, SUPPORTING AND EMPOWERING A COMPETENT AND DIVERSE WORKFORCE.**