

2019 PROGRAM SPECIFICATION  
Premier Solutions

PROGRAM #: 515

STANDARD PROGRAM: ACE Coordinators

TARGET POP: Youth in Juvenile Detention

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YEAR: 2019

UNITS: Actuals

CLIENTS: N/A

ALLOCATION: TBD

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UNIT DEFINITION: Actuals

GEOGRAPHICAL AREA TO BE SERVED: Racine County

DAYS/HRS OF SERVICE AVAILABILITY: 7 days a week 24 hours per day

MINIMUM STANDARDS:

Provider must agree to comply with the following terms and conditions:

- Standard contract language
- Certification standards where applicable
- Fiscal and program reporting criteria
- Allowable Cost Policy
- Audit criteria
- Policies and procedures as defined in Racine County Human Services Department Contract Administration Manual
- Maintain adequate liability coverage
- Civil Rights/Affirmative Action Policies
- Criminal background checks for staff
- Drug screening, driver's license checks and reference checks
- Human Resources Condensed Policy Manual for Student Interns, Volunteers, Temporary Agency and Contracted Staff.
- Payment of all wages, payroll taxes, worker's compensation, social security, federal and state unemployment insurance and any and all other federal and state taxes relating to the staff
- Fair Labor Standards Act
- Withholding payroll taxes, paying unemployment insurance, worker's compensation and social security contributions
- Complete performance evaluations and discipline and maintain employment records
- Recognize that authorization for services is approved by Racine County Human Services Department.
- All informational materials (program descriptions, brochures, posters, etc.) must identify it as a RCHSD program through the use of a standardized RCHSD format provided by Racine County.
- The program must be identified as a RCHSD program in all public presentations and media contacts/interviews.
- All Provider external vacancies shall be advertised on JobCenterofWisconsin.com and Indeed.com

## PROGRAM DESCRIPTION:

Vendor shall provide 2 FTE contracted staff and pay rolling services for the following positions:

### ACE Coordinators

#### Basic Function

Oversee juveniles in the detention setting and provide technical assistance and support to detention staff. Help to ensure a secure, safe, and humane environment by applying trauma informed principles to existing policies, procedures, and programs Act as a liaison between youth and detention staff with ACE staff to ensure continuity of service delivery.

#### Essential Duties

1. Supervise and care for juveniles within established policies and procedures.
2. Ensure a secure and safe environment.
3. Provide services to youth including basic needs but also help to execute supportive services that are conducive to reducing recidivism and long lasting behavioral change.
4. Assist with general housekeeping duties, as schedule permits.
5. Maintain accurate records, including written daily behavioral reports, room checks, disciplinary reports, medication logs, incident reports.
6. Maintain discipline and enforce policies and procedures pertaining to the Center; may physically restrain juveniles when appropriate to quell disturbances to maintain a safe environment.
7. Conduct room and personal searches for cleanliness, contraband, and damages.
8. Provide juveniles with positive role models, i.e., personal values, dress, behavior.
9. Provide and maintain a positive environment for the public and other staff.
10. Provide services to juveniles involved in alternate detention programs that reflect an understanding of juvenile brain development and trauma-informed care.
11. Participate in ACE staffings to ensure continuity of treatment planning and implementation.
12. Ensure that case plan goals for individual youth are followed by detention staff so that consistency is maintained.
13. Provide role modeling and mentoring for detention staff regarding youth interaction and follow through on youth case plans.
14. Administer first aid, as needed.
15. Perform other related duties as needed.
16. Monitor and operate electronic and manual equipment.
17. Attend staff meetings and re-certification training.

#### Supervision Received

Receives supervision from both Detention Center Shift Supervisors and Delinquency Supervisor.

#### Qualifications

- Associates Degree or at least 60+ credits of post-secondary education, Bachelor's preferred.
- Minimum of 21 years of age.
- No convictions of a felony, misdemeanor or other offense of which the circumstances substantially relate to the circumstances of the particular job or licensed activity.
- Have and maintain valid driver's license.
- Previous experience in youth programming.
- Telephone number available to Detention Supervisors.
- Pass certification in the use of a self contained breathing apparatus.
- Successfully complete the Wisconsin Law Enforcement Standards Board "Secure Detention Officer" training (160 hours) during the introductory period (or if not offered during probationary period, the first time the training is available) and annual re-certification, which includes rescuing juveniles in case of fire or disaster, including pulling deadweight (using two-person carrying method, with 35-55 lb breathing apparatus on back, carrying 120 lb dummy).
- Successfully complete the Wisconsin Juvenile Court Intake Worker training (30 hours) during the probationary period (or if not offered during the introductory period, the first time the training is available) according to juvenile court intake worker as defined in WI Statutes 938 and 48.
- Prompt and regular attendance.

### **Knowledge, Skills & Abilities**

- Knowledge of adolescent behavior, inter-personal relations, and social interaction.
- Knowledge of Juvenile Brain Development and Trauma-Informed Care
- Ability to communicate effectively, both orally and in writing.
- Ability to establish and maintain effective working relationships with the public, staff personnel and youth.
- Ability to serve as a positive role model for juveniles and provide effective directions and supervision and to take immediate appropriate action.
- Ability to detect and recognize potentially hazardous situations.

### **Physical Requirements**

- Continuous (67% - 100% of work day) feeling, talking, hearing, far, near, color, peripheral vision, and light intensity of fingering.
- Frequent (34% - 66% of work day) standing, walking, sitting, bending/twisting, reaching, lifting objects weighing 1-20 pounds, carrying objects weighing 1-10 pounds, light intensity of handling and medium intensity of fingering.
- Occasional (1% - 33% of work day) stooping, kneeling, crouching, climbing using legs and feet, lifting objects weighing 21-80 pounds, carrying objects weighing 11-20 pounds, pushing/pulling objects weighing 1-20 pounds or 11-40 pounds on wheels.

### **Working Conditions**

- Continuous (100% of work day) inside work.
- No facial hair allowed – mustaches okay if to department and state standards.
- Required to wear a designated uniform (uniform policy).
- Most times employee is required to carry a portable radio.
- Possible exposure to bloodborne pathogens.

### **EVALUATION OUTCOMES:**

1. 100% of referred candidates will meet minimum qualifications per the job description provided by Racine County.
2. 90% of vacancies will be filled within 60 days of initial posting.
3. 90% of employees will maintain a position within Racine County for the calendar year, maximizing employee retention.

An Evaluation Outcome Report must be submitted to Racine County HSD Contract Compliance Monitor by 2/1/20.