

About the Assistant Secretary Position:

This leader will have the ability to work with community partners and provide leadership in addressing racial and ethnic disparities in the context of the increasing national dialogue about the impact of institutional racism on youth of color. This exempt position serves at the pleasure of the appointing authority and has authority, within state and federal rules and laws, to make decisions in the following areas: budget, policy, personnel, grants, contracts, inter-agency agreements, juvenile-justice improvement efforts, emergency management responses, employee investigation and discipline, and risk management.

JR is responsible for residential, parole, and treatment programs for young people up to the age of 25 who are adjudicated in juvenile court or convicted in adult court of crimes committed before age 18. Washington has made great progress in reducing juvenile crime and juvenile incarceration, expanding the use of evidence-based practices, and expanding the ability of the juvenile justice system to serve young adults up to age 25.

The Leader in this role will:

- Provide visionary leadership to juvenile rehabilitation services, resulting in:
 - Reductions in recidivism through a focus on treatment, employment, education, reentry services, positive youth development principles, and client and family engagement.
 - Improvements in racial and ethnic parity and workforce diversity.
 - Greater treatment, rehabilitation, reentry and reintegration outcomes, including increased student preparation and planning for employment and higher wage jobs, behavioral health, and housing stability.
 - Significantly shifting to innovative use of least restrictive alternatives as much as possible rather than secure confinement.
- Connect the mission and vision of DCYF and JR to every encounter with staff, policymakers, and legislators, budget and policy decisions, personnel, other systems, community members.
- Continually strive to build connections and strategic partnerships with government entities, businesses, community organizations, and diverse community leaders in order to advance a shared mission of rehabilitation and greater shared ownership of positive youth and young adult outcomes.
- Advocate strongly for racial and ethnic fairness in all services and across juvenile justice and adolescent programs.
- Provide oversight and leadership to the operations of 24/7 facilities, with an unwavering commitment to the safety and welfare of young people and staff.
- Responsible for approximately 900 employees and \$100M budget, including \$36M in grants to counties to operate portions of the counties' juvenile justice system.
- Design, supervise, direct, and engage team members in short-and long-term planning in complex adaptive situations. Encourage teams and team members to utilize data to inform practice, policy, and budget decisions. Utilize project management strategies to guide implementation efforts.
- Utilize organizational and leadership skills to build, support, and sustain highly effective teams and celebrate successes.

- Advocate with DCYF leadership for continuous improvements and capacity for JR youth to actualize life goals. Seeks opportunities to scale effective programs; identifies and applies for external funding opportunities; makes recommendations to DCYF leadership on programmatic and legislative needs; implements innovative ideas for funding and program design and continuous improvement to meet the needs of youth and young adults, their families, and caregivers; and makes presentations to internal and external audiences, as requested.
- Serve as primary point of contact for Juvenile Rehabilitation expertise and representation to key partners/stakeholders including legislators, legislative staff, Governor's policy and budget office regarding operational and budget planning and performance, tribal governments, Washington State Partnership Council for Juvenile Justice, judiciary, local governments, state agency partners, national leadership organizations, as well as other external youth and families' organizations/groups.
- Serve as a member of the Council of Juvenile Justice Administrators and the American Correctional Association and meet with other national juvenile justice leaders to discuss and address issues and policy related to treatment, rehabilitation, and services to youth.
- Build and maintain effective working relationships with the agency's labor partners, including SEIU 1199 and WFSE. This includes strategizing on JR collective bargaining and other labor/management efforts.
- Develop and mentor the leaders of DCYF JR Division. This position holds these team leaders accountable to both strategic and tactical objectives, demonstrating agency values, quality improvement commitments, and meeting performance objectives.

Special Requirements/Conditions of Employment:

- The Assistant Secretary needs to have an understanding of personnel/merit systems, the DCYF organizational structure, and the political environment in which it functions.
- This position is exempt from Washington's civil service rules. Exempt employment is considered "at will," and there are no contractual employment rights. Exempt employees serve at the pleasure of the appointing authority.
- The responsibility of this position is 24 hours a day, 7 days a week. The Assistant Secretary must respond to questions and programmatic and operational issues after hours and on weekends, especially during the legislative session.
- Successfully complete, within mandated time frames, employee orientation, and all other mandatory annual, in-service, and other required training.
- Provide physical residential address and home telephone number to the agency.
- Become familiar and comply with all policies and procedures and Collective Bargaining Agreements as applicable.
- Pass a national fingerprint background check and complete a questionnaire mandated by the Prison Rape Elimination Act (PREA) inquiring about any sexual misconduct. Information from the background check will not necessarily preclude employment but will be considered in determining the applicant's suitability and competence to perform in the job.
- Travel is required throughout the state and nationally. Must be willing to make overnight trips as needed for required meetings/training. Travel to facilities under hazardous road and weather conditions.