



Change Your Thinking! Change Your Life!

Position: Executive Director

Location: Willmar, Minnesota

Salary Range: \$80,000 to \$120,000



The Organization



Established in 1991, Prairie Lakes Youth Programs (PLYP) aims to give young people the tools they need to live a better life. The organization serves girls and boys ages 10 to 21 and offers a combination of cognitive based programming and behavioral accountability. PLYP's reputation has been to provide a very high level of service to the youth it serves and the resulting success rate of its youth.

Based in Willmar, Minnesota, Prairie Lakes Youth Programs is owned and operated by the Counties of Chippewa, Kandiyohi, Lac Qui Parle, Swift, and Yellow Medicine through a multi-county joint powers agreement. The Executive Board consists of seven members: five County Commissioners, one from each member County, as well as the 6W Community Corrections Director and the Kandiyohi Corrections Director. The Board is receptive to change and looks forward to the future of PLYP. PLYP has great staff who love going to work and making a difference in the lives of the youth they serve. They are invested, goal oriented, and have the right vision. The staff work well together and are very experienced with a passion for the work that they do. They are good listeners and are willing to work with the Board.

Located in the heart of Minnesota, the five-county region PLYP serves a quietly beautiful area of the state and is a great place to raise a family. Many folks return to the area to raise their kids. As an incoming resident, you can choose big city living or rural living with wide open spaces. The area celebrates its natural beauty found in the great outdoors and provides its residents and visitors with opportunities for boating, ice fishing, visiting trails and state parks, camping, golf, and the best pheasant hunting in the state. It also offers easy access to shopping and other large cities.

Chippewa County

County Seat: Montevideo

Population: 11,858

Kandiyohi County

County Seat: Willmar

Population: 43,193

Lac Qui Parle County

County Seat: Madison

Population: 6,629

Swift County

County Seat: Benson

Population: 9,367

Yellow Medicine County

County Seat: Granite Falls

Population: 9,729

Programs

Secure Detention & Correction Facility

PLYP's secure facility is a completely secure and locked facility that is licensed by the Department of Corrections for 46 beds. They offer flexible program lengths to meet individual needs. PLYP's transition program aims to help residents bridge the gap between placement and returning to the community. The facility offers life skills training, chemical dependency programming and a strong community service program.

Transitional Counseling

Through weekly one-on-one sessions, residents work to develop the life skills needed to integrate back to their families, school, and community.

Chemical Dependency

Outpatient chemical dependency programming is provided in house through Divine Hope's Prairie Youth Program.

Community Service

Residents are able to complete a significant number of court-ordered community service hours during their stay by working on projects such as painting, carpentry, building maintenance, or gardening.

Non-Secure Alternatives

Transitional/Independent Living Program

This program provides independent living skills and transitional services to support youth needing help with the transition from placement back into the community.

Non-Secure Detention

This program serves youth who do not fit the criteria for, or need, secure detention. These residents may be in non-secure detention on a warrant, a 72-hour hold, a CHIPS petition, or a voluntary placement agreement with a social service agency.

Continuing Care/Halfway House for Chemical Dependency

Divine Hope provides continuing care and halfway house services to those needing chemical dependency care. This program can be used in conjunction with the Transitional/Independent Living Program.

PLYP is the first youth facility in the state to host a full-time live in therapy dog, now a DOC licensed program. A St. Bernard dog, named Captain, lives with the youth in the non-secure unit. The Program Director has recently developed a curriculum based on the acronym CAPTAIN (Courage Attitude Perseverance Trust Achievement Integrity New beginnings).

Educational Services

Educational services are provided to the clients of Prairie Lakes Youth Programs through the Willmar Public School District. Lake Park School provides education to the Boy's and Girl's Group Home residents, and Prairie Lakes Education Center provides education to the Secure and Non-Secure residents.

These care and treatment programs work with 340-400 students per year from approximately 80 school districts throughout Minnesota.

Programs

Group Homes

PLYP also offers a community-based facility option that is community oriented. The PLYP Boy's Group Home and the PLYP Girl's Group Home provide an environment not available through traditional foster care or institutional care. Licensed by the State of Minnesota Department of Corrections, the Boy's and Girl's Group Homes serve youth ages 10-19 and can each house 12 clients. Services provided in the homes include 24-hour supervision, guidance, and care, individual treatment planning, daily group, family meetings, and much more.



Boy's Group Home



Girl's Group Home

Core Duties of the Position

Administrative Functions

- ▶ Coordinates and directs the administrative and operational activities of the PLYP. Oversees operations to ensure the safety and security of residents, visitors, staff, and the facility.
- ▶ Develops and provides recommendations regarding a wide variety of local and broader public policy issues of major importance and interest to the Board.
- ▶ Provides the Board the information and the communication method that is required to function effectively and perform its governance roles and obligations.
- ▶ Develops and ensures all policies, guidelines, and forms are compliant with the MN DOC Licensing and federal PREA Standards. Continually reviews and ensures policies, procedures, and practices to promote a safe environment.
- ▶ Works in meeting required State Juvenile Detention and Residential standards, PREA standards, and State Fire Code requirements to maintain facility licensure.
- ▶ Serves as the PREA Compliance Manager and coordinates efforts to comply with the Federal PREA standards.
- ▶ Assists and oversees the completion of required reports in a timely manner on population, facility operations, court recommendations, resident evaluations, and others as required.
- ▶ Ensures record management is accurate and up to date.
- ▶ Stays current on changes in the law, rules, and trends that will affect the facility. Communicates this information to the Board and Program Directors in a transparent, timely, and appropriate manner. Responds to changes and causes the appropriate response from the facility to remain relevant and solvent.
- ▶ Manages the quality and completion of all services and contracts in the PLYP. These services include building maintenance, medical services, food services, educational programs, therapeutic services, and the services of vendors.
- ▶ Reviews the effectiveness and quality of programs and recommends revisions or new programs to the Board based on client impact and identified gaps in service.
- ▶ Facilitates the development of the annual strategic plan, sets goals, and carries out the direction of the Board.
- ▶ Performs other job-related responsibilities as apparent or directed by the Board.

Leadership and Management Functions

- ▶ Exercises a leadership style that promotes teamwork, enthusiasm, and active support for PLYP staff at all levels to deliver quality services.
- ▶ Provides direct supervision and consultation to Program Directors and contracted employees in carrying out the functions of their responsibilities.
- ▶ Recommends and authorizes hiring, transfer, suspension, promotion, discharge, assignments, rewards, or discipline of employees, direction of the work, and adjustment of other employees' grievances on behalf of the employer.
- ▶ Develops, implements, and oversees staff shift and on-call schedules and training plan/requirements based on Evidence Based Practices (EBP) to increase staff competency in effective adolescent supervision, interpersonal communication, and provision of a safe environment including outcome and evaluation processes.
- ▶ Continually assesses individual staff training needs and finds appropriate training to meet those needs.

Core Duties of the Position

Leadership and Management Functions- Cont'd

- ▶ Seeks out training programs outside of in-service which will encourage staff creativity and excellence in work production.
- ▶ Ensures that the staff within the facility are following the procedures and guidelines as identified. Ensures that appropriate disciplinary action takes place to meet facility expectations, policies, and procedures.
- ▶ Participates in departmental meetings to coordinate overall and overlapping interactions and planning strategies. Conducts staff meetings regarding personnel and agency policies and functions.
- ▶ Ensures that the facility has regularly scheduled staff meetings so that information is communicated and problems are solved.
- ▶ Supervises staff so that the staff work output is at the highest possible level both in quality and quantity.
- ▶ Promotes a diverse, culturally competent, and respectful workplace. Ensures treatment of employees is fair and equitable.
- ▶ Maintains 24/7 response for emergencies and availability for staff consultation.

Budgetary Functions

- ▶ Develops and maintains the budget to ensure provision of staff, equipment, materials, and supplies sufficient to support the programming needs and general support services and to ensure that expenditures do not exceed allocated funds. Drafts budget recommendations with Program Directors annually.
- ▶ Administers, monitors, and evaluates program budget needs including approval of expenses and ensures compliance with policy and budgetary guidelines and appropriate use of resources.
- ▶ Negotiates programming and contractual services with outside agencies and private providers.
- ▶ Writes grants and seeks outside funding and resources to enhance the programming activities for youth at PLYP.
- ▶ Evaluates and plans for long-term capital improvement projects. Justifies capital improvement and other large budgetary requests so that facility needs are clearly documented and communicated.
- ▶ Ensures that budget planning would reflect the real needs of the facility within the facilities overall budget plan.
- ▶ Prepares for and contributes to the collective bargaining process to help achieve and sustain favorable union contract settlements and effective contract administration. Ensures labor contracts are settled in a timely and minimally contentious manner.
- ▶ Reviews the ongoing budget to ensure that the facility is meeting the budget deadline. Communicates and develops a plan of action if budgetary challenges arise.

Outreach Functions

- ▶ Serves as a liaison between the PLYP and other judicial/systems partners including Juvenile Court, probation staff, law enforcement agencies, the school district, and others to promote use of PLYP as the first option for out-of-home placement when applicable.
- ▶ Represents PLYP within the community and on statewide initiatives. Engages community support from stakeholders and provides a greater understanding of the mission and purposes of the facility.
- ▶ Serves as a resource and representative for PLYP: attends board meetings, agency committees, or other committees as is appropriate.
- ▶ Attends training and regional or state association meetings to keep informed of statewide issues.

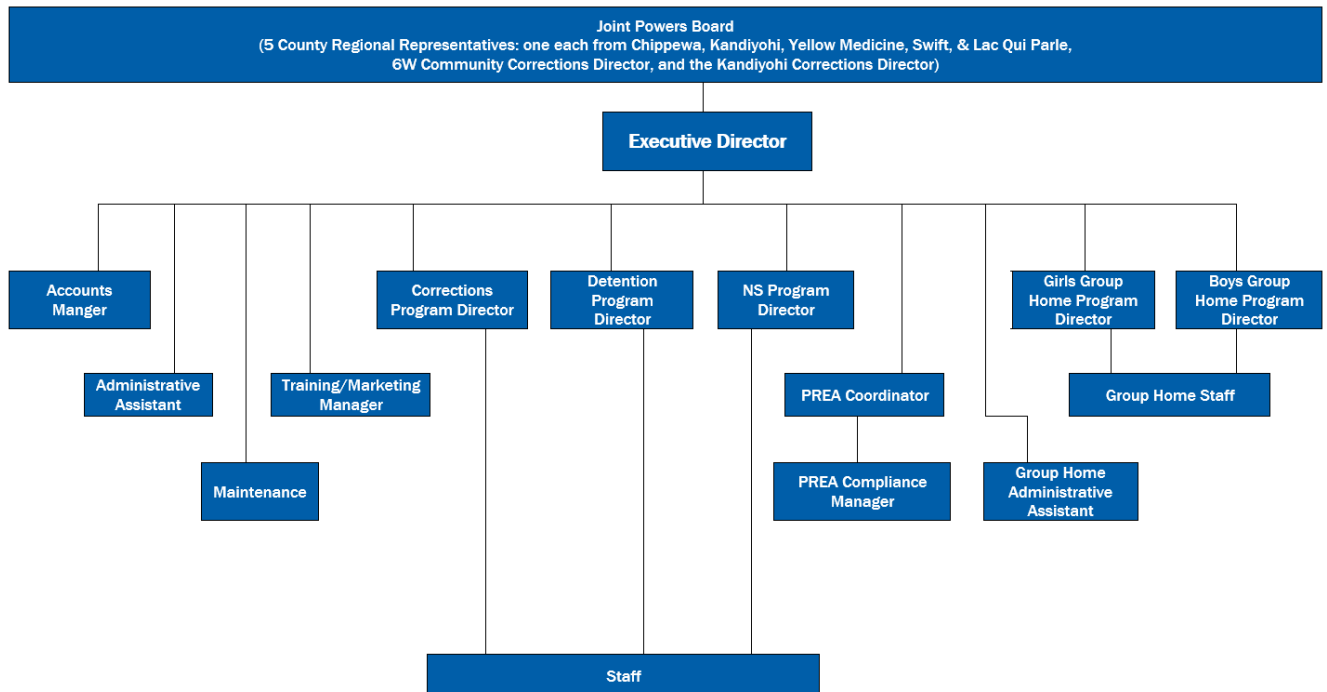
Desired Attributes

- ▶ Has a background balanced in business, human services, and correctional program services for youth including human resource skills, finance/budget, grant writing, and facility planning.
- ▶ Has a passion for improving the lives of young people.
- ▶ Is familiar with various licensing requirements for correctional settings.
- ▶ Is a life-long learner and is resourceful and in tune with changes in legislation and trends related to juvenile corrections.
- ▶ Desires a team approach. Has strong experience in management and leadership. Is emotionally intelligent, relational, does not get rattled, and is trustworthy, open, honest, and direct.
- ▶ Has general knowledge of how a joint powers board works.
- ▶ Possesses strong organizational skills and the ability to prioritize, empower, and delegate. (Micromanagers need not apply.)
- ▶ Will present a fresh perspective, new eyes, and a *“roll up your sleeves”* attitude.
- ▶ Is firm, fair, responsive, and consistent. Provides constructive criticism, acknowledges successes, and issues disciplinary action while building a rapport with staff. Is not intimidated to address issues and conflict and does so with grace and respect.
- ▶ Has strong verbal and written communication skills, is responsive, and demonstrates good listening skills with all levels within the organization. Appropriately shares information with the Board and staff and is willing to have difficult discussions.

Goals & Projects

- ▶ Assess immediate and long-term budget and operations with a focus on its youth, program growth, and the facilities.
- ▶ Take a wholistic approach with a focus on all four program areas within PLYP: review and update personnel and operational policies, procedures, and pay scales. Review and update PLYP bylaws.
- ▶ Facilitate strategic planning with the PLYP Board and staff to set mission, vision, and goals. Achieve buy-in from all stakeholders.
- ▶ Continue to expand programming needs to meet future public policy changes and trends in the state/nation.
- ▶ Promote PLYP as a model facility throughout the state.
- ▶ Empower staff; utilize their knowledge, skills, strengths, and talents. Begin succession planning.
- ▶ Determine the status of union negotiations, technology and security needs, facility planning, appropriate staffing and scheduling, etc. Familiarize self with the recently awarded state bond. Address facility needs and meet timeline requirements if deemed an appropriate project for PLYP.
- ▶ Rebuild relationships with member counties; build rapport with agencies throughout the state.
- ▶ Present PLYP as a positive and professional partner within the community.
- ▶ Familiarize self with the timeline for upcoming inspections and licensing.
- ▶ Learn the culture of the organization, build trust, and boost morale among the staff.
- ▶ Ensure Use of Force Training for staff is completed in 2021.
- ▶ Facilitate PLYP to become accredited in the Family First Prevention Services Act.

Organizational Structure



Budget Information

Expenses	2019 Actual	2020 Budget	2021 Budget
<u>Administration</u>			
Secure	528,650	533,650	369,445
Non-Secure	115,175	119,645	251,105
Girl's Group Home	107,595	107,595	246,312
Boy's Group Home	111,081	115,281	246,612
Total Administration	1,083,699	876,171	1,113,474
<u>Operations Payroll</u>			
Secure	2,217,217	2,267,623	1,588,240
Non-Secure	700,875	767,937	829,163
Girl's Group Home	616,856	629,579	669,897
Boy's Group Home	668,491	624,197	674,850
Total Operations Payroll	4,055,341	4,289,336	3,762,150
<u>Operations Expenses</u>			
Secure	373,200	357,200	251,300
Non-Secure	164,700	158,500	148,050
Girl's Group Home	64,050	65,050	77,600
Boy's Group Home	76,100	98,500	72,900
Total Operations Expenses	892,371	679,250	549,850
Total Expense Budget	6,031,411	5,844,757	5,425,474

Position Announcement

Position: Executive Director

Location: Willmar, Minnesota

Salary Range: \$80,000 to \$120,000

General Duties

Plans, organizes, and directs the mission, activities, and overall goals of the organization, establishes and modifies facility policies and procedures consistent with DOC policies, develops objectives, standards, and controls necessary for the administration of facility programs, reviews the effectiveness and quality of programs and recommends revisions or new programs to the Board, interprets policies and procedures to subordinate supervisors, makes periodic evaluation of staff performance and takes or recommends appropriate action, provides for hiring, motivating, and training of facility staff, plans for future personnel and facility needs in conjunction with the preparation and administration of the budget, confers with and coordinates facility activities with personnel of allied agencies in the justice system and with community organizations, demonstrates strong verbal and written communication skills and outreach to promote interagency cooperation and a fuller understanding of PLYP Programs, and performs related work as required.

The full position profile and job description can be viewed at <https://www.ddahumanresources.com/active-searches>.

Required Qualifications

Master's degree in Sociology, Criminal Justice Corrections, Psychology, Social Work, Behavioral Science, Business Correctional, or Public Administration, or equivalent, and four years of progressively responsible client-based professional experience in a closely related Human Services or Corrections Field.

-or-

Bachelor's degree in one of the above cited fields plus five years of the required experience or an equivalent combination of training and experience. Two years of the required experience must have been in administration or supervision.

Apply

Visit <https://daviddrown.hiringplatform.com/52331-prairie-lakes-youth-programs-executive-director/177770-application-form/en>, and complete the application by January 31, 2021. Finalists will be selected on February 17, 2021, and final interviews will be held on March 24, 2021.

Please direct questions to Liza Donabauer at liza@daviddrown.com or 612-920-3320 x111.



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