Table of Organization
NRTC has developed and maintains a Table of Organization to reflect adequate staffing to meet the needs of the youth and the mission of the facility. The table defines responsibility, place staff into related units promoting efficiency, and provide a clear chain of command from the entry-level position to the Director. The Table of Organization is updated as staffing changes occur.

Staff members are assigned to one of five categories (See page 2):

1. Education Services
2. Food Services
3. Residential Services
4. Court and Support Services
5. Clinical Service

Job Descriptions
NRTC has written descriptions specific for each position or group of positions within NRTC’s certified function for all college interns, volunteers and employees.

1. Position Descriptions for all positions are maintained in the business manager’s office.
Montgomery County Juvenile Court
Nicholas Residential Treatment Center
Table of Organization

Director

Administrative Assistant

South Community
Nurse Practitioner
  Nurse
  Therapist
  Therapist FT
  Therapist FT
  Therapist FT
  Therapist FT
  Case Manager

Ed. Department
Principal
Lead Teacher
Teachers
History
Science
English
Math
Intervention Specialist

Business Manager

Operations Manager

Program Manager

Food Services
Supervisor
  Cooks
  Full Time
  Part Time
  Facility Support

Team A Day
Supervisor
  Youth Specialist II
  Full-Time 7am-3pm
  Full-Time 7am 3 pm
  Full-Time 7am-3pm
  Youth Specialist III
  Part-Time
  Part-Time

Team B Day
Supervisor
  Youth Specialist II
  Full-Time 7am-3pm
  Full-Time 7am-3pm
  Full-Time 7am-3pm
  Youth Specialist III
  Part-Time
  Part-Time

Team A Night
Supervisor
  Youth Specialist II
  Full-Time 7am-3pm
  Full-Time 7am-3pm
  Full-Time 7am-3pm
  Youth Specialist III
  Part-Time
  Part-Time

Team B Night
Supervisor
  Youth Specialist II
  Full-Time 7am-3pm
  Full-Time 7am-3pm
  Full-Time 7am-3pm
  Youth Specialist III
  Part-Time
  Part-Time

Business Manager

Operations Manager

Program Manager

Food Services
  Supervisor
    Cooks
    Full Time
    Part Time
    Part Time
    Facility Support

Team A Day
  Supervisor
    Youth Specialist II
    Full-Time 7am-3pm
    Full-Time 7am 3 pm
    Full-Time 7am-3pm
    Youth Specialist III
    Part-Time
    Part-Time

Team B Day
  Supervisor
    Youth Specialist II
    Full-Time 7am-3pm
    Full-Time 7am-3pm
    Full-Time 7am-3pm
    Youth Specialist III
    Part-Time
    Part-Time

Team A Night
  Supervisor
    Youth Specialist II
    Full-Time 7am-3pm
    Full-Time 7am-3pm
    Full-Time 7am-3pm
    Youth Specialist III
    Part-Time
    Part-Time

Team B Night
  Supervisor
    Youth Specialist II
    Full-Time 7am-3pm
    Full-Time 7am-3pm
    Full-Time 7am-3pm
    Youth Specialist III
    Part-Time
    Part-Time

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