

Chapter: Administration
Subject: Table of Organization & Job Descriptions
Section: 1.4
Page: 1 of 2
ODJFS Rule: 5101: 2-5-08(F); 5101: 2-5-09(A)
Reviewed/
Revised: 5/15/20; 7/28/20; 9/17/21

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, places staff into related units promoting efficiency, and provides 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 Services

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**

