



Dorm Supervisor

| CLASS TITLE | CLASS CODE | SALARY GROUP | SALARY RANGE |
|--------------------|------------|--------------|---------------------|
| DORM SUPERVISOR I | 4526 | B21 | \$54,278 - \$87,046 |
| DORM SUPERVISOR II | 4527 | B22 | \$57,614 - \$93,138 |

GENERAL DESCRIPTION

Performs supervisory work overseeing staff and youth for an assigned dorm in a correctional facility involving overseeing and evaluating the dorm's daily operations, supervising juvenile correctional officer (JCO) supervisors and case managers, counseling youth, and supervising and conducting youth programs.

EXAMPLES OF WORK PERFORMED

Oversees, plans, prioritizes, and schedules dorm activities and the work of staff.

Oversees the implementation of case management standards and the preparation of related forms, records, and reports.

Oversees, monitors, and evaluates compliance with laws, rules, regulations, policies, and standard operating procedures related to case management, individual and group counseling sessions, facility security, dorm cleanliness, youth hygiene, youth movement, on-the-job training, and related operations and programs.

Provides technical assistance to case managers, JCO supervisors, and other staff in the performance of their duties and in handling difficult or complex problems.

Provides counseling to youth individually and in group settings.

Promotes understanding of residential treatment goals and objectives, and coaches staff on strategies to achieve treatment goals and objectives.

Conducts and ensures the proper training of dorm personnel and monitors the completion of on-the-job training of dorm staff.

Responds to emergency situations such as searching for escaped youth and rendering first aid, monitoring and responding to calls for help, and calling for help.

Ensures adequate JCO shift supervision and provides direct supervision of staff and youth during periods of staff shortage or during emergencies.

Represents the dorm during staff and special meetings, and provides relevant information regarding related operations and activities to facility administrators.

Serves as the dorm's liaison with representatives of various facility programs and other community and juvenile justice agencies.

Performs related work as assigned.

DESCRIPTION OF LEVELS

Examples of work and descriptions are meant to progress through the levels. For example, an employee at a level II may also perform work listed within the previous level.

Note: *Factors that may distinguish between the levels include the degree of independence in performing the work, the complexity of the work, the scope of responsibility and authority, and the type of treatment program overseen and its specialization. Other factors may include the type of jail, prison, or correctional facility; assigned population; and the level of security of the facility.*

DORM SUPERVISOR I: Performs advanced and/or supervisory (senior-level) work overseeing staff and youth for an assigned dorm in a correctional facility. Works under minimal supervision, with extensive latitude for the use of initiative and independent judgment.

DORM SUPERVISOR II: Performs highly advanced and/or supervisory (senior-level) work overseeing the implementation, monitoring, and evaluation of the facility's specialized treatment program. Works under minimal supervision, with extensive latitude for the use of initiative and independent judgment. Employees at this level may:

- Oversee and evaluate treatment programs.
- Conduct youth counseling group meetings, interventions, and individual counseling.

GENERAL QUALIFICATION GUIDELINES

EXPERIENCE AND EDUCATION

Experience working with juveniles, including youth who are emotionally and behaviorally at risk; with youth guidance programs; or with adult or juvenile correctional, mental health, or detention programs. Graduation from a standard senior high school or equivalent is required.

KNOWLEDGE, SKILLS, AND ABILITIES

For all levels

- Knowledge of adolescent behavior and counseling and guidance techniques and of facility rules and regulations.
- Skill in verbal and written communication, in coordinating and organizing, in making appropriate decisions and recommendations regarding treatment options, and in the use of a computer and applicable software.

- Ability to maintain order and discipline fairly, to respond quickly to emergencies, to plan and implement youth programs, to use problem-solving skills, to organize workloads and set priorities, to carry out assigned tasks in a timely manner, to communicate effectively, and to supervise the work of others.

REGISTRATION, CERTIFICATION, OR LICENSURE

May require a valid driver's license.

May require registration, certification, or licensure in a specialty area.