Halfway House Assistant Superintendent/Superintendent

CLASS TITLE	CLASS CODE	SALARY GROUP	SALARY RANGE
HALFWAY HOUSE ASSISTANT SUPERINTENDENT	4530	B22	$57,614 - $93,138
HALFWAY HOUSE SUPERINTENDENT	4531	B24	$65,104 - $106,634

GENERAL DESCRIPTION

Performs correctional and criminal justice administration work overseeing staff and youth in a youth halfway house facility coordinating facility operations, monitoring youth, and overseeing residential treatment programs.

EXAMPLES OF WORK PERFORMED

Coordinates youth halfway house facility operations, including the control, security, safety, and administration of staff, youth, equipment, and property.

Monitors the custody and care of youth in halfway house facilities through adherence with laws, rules, regulations, policies, and agency operating procedures.

Recommends program guidelines, procedures, policies, rules, and regulations; and monitors compliance with policies and procedures regarding youth.

Participates in the implementation of and adherence with program standards for specialized treatment programs and other agency or legal policies.

Reads, reviews, and properly applies information found in youth records; provides appropriate information to other staff; and prepares and maintains records, forms, and reports.

Responds to emergency situations; and plans, directs, and coordinates the placement of youth in the event of emergencies.

Performs related work as assigned.

DESCRIPTION OF LEVELS

Examples of work and descriptions are meant to progress through the levels. Employees at any level may serve in a lead or supervisor role; may perform the full range of work identified above, and/or oversee or coordinate that work for others.

***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, oversight, and authority; and the employee's related experience, education, and certifications. Other factors may include the type of residential treatment services provided within the assigned facility; the assigned population; and the level of security, type, and size of the assigned facility.*

HALFWAY HOUSE ASSISTANT SUPERINTENDENT: Performs highly complex (senior-level) correctional and criminal justice administration work overseeing staff and youth in a youth halfway house facility. Works under limited supervision, with considerable latitude for the use of initiative and independent judgment.

HALFWAY HOUSE SUPERINTENDENT: Performs highly advanced (senior-level) correctional and criminal justice administration work overseeing staff and youth in a youth halfway house facility. Works under minimal supervision, with extensive latitude for the use of initiative and independent judgment. Employees at this level may:

- Develop and evaluate budget requests, reviews fiscal data, and directs the halfway house facility and the use of resources to meet and monitor fiscal goals and objectives.
- Develop and implement community-based initiatives designed to support successful reintegration of youth into their communities; establish partnerships with community organizations and resources; and plan and direct community outings and activities on an ongoing basis.
- Cooperate and consult with juvenile judges, district attorneys, probation departments, other state agencies, other halfway house programs, and other administrators throughout the agency to ensure that common goals are met.
- Plan, organize, and monitor an array of residential treatment services.

GENERAL QUALIFICATION GUIDELINES

EXPERIENCE AND EDUCATION

Agencies have the discretion to identify the general or specialized experience, education, or certifications required for positions and may tailor qualification requirements to specifically meet the agency's business needs. Agencies may substitute experience, education, military service, apprenticeships, and relevant credentials for one another, if appropriate and allowed by statute.

KNOWLEDGE, SKILLS, AND ABILITIES

For all levels

- Knowledge of adolescent behavior, counseling, and guidance techniques; mental health assessments, techniques, and interventions; and agency policies, procedures, and regulations.

- Skill in verbal and written communication, coordinating and organizing, making appropriate decisions and recommendations regarding treatment options, and 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 and model 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.