

**Halfway House Assistant Superintendent**Salary Group: B21
Class Code: 4530

<u>CLASS TITLE</u>	<u>CLASS CODE</u>	<u>SALARY GROUP</u>	<u>SALARY RANGE</u>
HALFWAY HOUSE ASSISTANT SUPERINTENDENT	4530	B21	\$48,278 - \$78,953
HALFWAY HOUSE SUPERINTENDENT	4531	B23	\$55,184 - \$90,393

GENERAL DESCRIPTION

Performs highly complex (senior-level) work overseeing staff and youth in a halfway house facility. Work involves coordinating facility operations, monitoring youth, and overseeing residential treatment programs. May supervise the work of others. Works under limited supervision, with considerable latitude for the use of initiative and independent judgment.

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.

Assists in the development and implementation of community-based initiatives designed to support successful reintegration of youth into their communities; the establishment of partnerships with community organizations and resources; and the planning and direction of community outings and activities on an ongoing basis.

Assists with planning, organizing, and monitoring an array of residential treatment services.

May assist in preparing and submitting data for departmental budget(s), and in organizing and using resources to meet and monitor goals and objectives of the department.

May serve as a liaison for youth facilities and programs with juvenile judges, district attorneys, probation departments, and other state agencies.

May supervise the work of others.

Performs related work as assigned.

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 an accredited four-year college or university with major coursework in business administration, public administration, criminal justice (corrections), social services, or related field is generally preferred. Experience and education may be substituted for one another.

KNOWLEDGE, SKILLS, AND ABILITIES

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