



Halfway House Superintendent

Salary Group: B23
Class Code: 4531

<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 advanced (senior-level) work overseeing staff and youth in a halfway house facility. Work involves overseeing facility operations, monitoring youth, and overseeing residential treatment programs. May supervise the work of others. Works under minimal supervision, with extensive latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Oversees 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.

Develops and evaluates recommendations for program guidelines, procedures, policies, rules, and regulations; and monitors compliance with policies and procedures regarding youth.

Develops and evaluates budget requests, reviews fiscal data, and directs the halfway house facility and the use of resources to meet and monitor fiscal goals and objectives.

Develops and implements community-based initiatives designed to support successful reintegration of youth into their communities; establishes partnerships with community organizations and resources; and plans and directs community outings and activities on an ongoing basis.

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.

Cooperates and consults with juvenile judges, district attorneys, probation departments, other state agencies, other halfway house programs, and other administrators throughout the agency to ensure common goals are met.

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

Plans, organizes, and monitors an array of residential treatment services.

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 determining appropriate 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.