

COMMUNITY CORRECTIONS RESIDENCE SUPERVISOR

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility performing duties related to the day to day operation of the community corrections residential facility and for overseeing the supervision of program participants. The work is carried out in accordance with the policies and procedures established for the program and involves supervision, scheduling, ordering and training responsibilities related to the cooperation of a community corrections residential facility. The class differs from that of Community Corrections Assistant in that the incumbent has supervisory responsibility and oversees the operation of the residence. Work is performed under the general supervision of a higher level employee. Does related work as required.

TYPICAL WORK ACTIVITIES: The typical work activities listed below, while providing representative examples of the variety of work assignments in the title do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.

Oversees the supervision of program participants residing in the facility, enforcing the rules of the program;

Schedules staff coverage for the residential facility;

Supervises and trains residential staff;

Coordinates facility operations in areas such as, but not limited to: participant transportation, facility cleaning, laundry services and food services;

Conducts orientation with new program participants explaining rules, policies and procedures;

Supervises and participates in assigning housekeeping duties to residents;

Supervises and participates in maintaining case files, preparing written and oral reports including reports on unusual incidents, and providing regular reports to appropriate parties on status of program participants;

Witnesses clients providing urine specimens for laboratory analysis;

Tests urine with approved laboratory analysis kit following prescribed protocols;

Observes universal safety precautions in handling body fluids;

Prepares and maintains simple, but confidential records;

May perform all duties normally assigned to a Community Corrections Assistant;

Performs routine clerical activities.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Good knowledge of policies, procedures, and practices of the community corrections facility; working knowledge of the causes, effects and symptoms of chemical

dependency; working knowledge of the range of human service programs and other community resources related to the needs of a defendant/ offender population; ability to prepare and present written and oral reports; ability to relate to and maintain order and discipline with a potentially difficult client population; ability to plan and supervise the work of others; good judgment; emotional maturity; tact; courtesy; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- A. Graduation from high school or possession of a high school equivalency diploma or its equivalent and three (3) years of work experience or verifiable volunteer experience assisting in the coordination, development, or provision of correctional, educational, rehabilitative, or human services to a defendant/ offender and/ or substance abusing population, or such experience in residential services, regardless of population; **OR**
- B. Four (4) years of work experience or verifiable volunteer experience as described in A above; **OR**
- C. An equivalent combination of training and experience as described in A and B above.

Note: College level study at a regionally accredited or New York State registered college or university may be substituted for the experience requirements listed above on a year-for-year basis wherein thirty (30) semester credit hours equals one year of work experience.

Special Requirement: At the time of appointment, and throughout employment in this title, candidates must possess a valid New York State Driver License.

ULSTER COUNTY
1473 CC RES SUP
Classification: Competitive
Grade: 8
Union: CSEA

Adopted: September 20, 1991
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