

## HALFWAY HOUSE MANAGER

Work in this class involves responsibility for the 24-hour management, maintenance, and security for a small facility for the treatment of clients with substance abuse problems. The facility is a component of the Substance Abuse Program in a local mental health center. Work involves: assigning and directing the work of subordinates; day-to-day enforcement of the rules and regulations regarding the house admission, discharges, and monitoring resident behavior; assuring the purchase of necessary supplies, and monitoring expenditures. Work also involves providing supportive casework services to professionals and liaison services to the community.

### I. DIFFICULTY OF WORK:

Complexity - Work involves: providing 24-hour management, maintenance, and security of a halfway house; monitoring the activities of the residents to include enforcement of house rules and regulations with the authority to discharge residents; providing supportive casework services to professionals by conducting initial screenings and evaluations upon admittance, completing progress notes and weekly reports; and providing leadership for support to group or individual discussions with residents about their treatment, sharing basic information concerning substance abuse and referral systems such as VR, employment, housing, clothing, or DSS; and assisting residents in getting established in the home and community by acting as a referral source and agent with ESC, churches, civic organizations, private industry, and recreational facilities. Employees may provide substance abuse information to the general public and community organizations through speaking engagements. Employees usually monitor expenditures of the house, purchase supplies, maintain charge accounts, receive monies for room rental, and administer a petty cash fund. Employees are responsible for the direction and assignment of work schedules for Halfway House Workers and the cook, recommend disciplinary actions, conduct performance appraisals, and counsel employees as needed. Employees are responsible for day-to-day operation of the halfway house concerning general maintenance of house and upkeep of grounds. Employees greet visitors and guests, and interpret goals and policies of the house.

Guidelines - Employees follow set rules and regulations which govern operation of house and residents. Employees may also be governed by standards set forth by grant monies. They also refer to admission and discharge criteria set for the house.

### II. RESPONSIBILITY:

Accountability - Employees provide basic substance abuse education and information to community groups which reflect upon the quality of services offered by the institution or mental health center. In addition, the referral services set up by the Halfway House Manager (ESC, VR, church, AA, DSS) represent services offered by the halfway house. Work is independently performed usually in a separate setting away from the institution or local community program.

Consequence of Action - Employees are totally responsible for security and maintenance of house. Input into client's progress affects goal achievement. An error in judgment concerning emergency situations could affect resident's well being.

Review - Employees submit weekly and quarterly reports concerning house activities. Work is reviewed occasionally by superior through performance evaluations and supervisory discussions.

III. INTERPERSONAL COMMUNICATIONS:

Subject Matter - Employees have input into treatment team regarding observations and recommendations concerning resident's behavior, progress, and needs. Employees' speaking engagements to community are general in nature concerning substance abuse. Interaction with residents concerning addiction is also basic information sharing and includes sources for referral.

Purpose - Employees' goal is to influence resident's behavior, attitude, and life style through discussion groups with family, resident, and treatment team. Employees' goal through speaking engagements and community contacts is to solicit support for the house and inform the public to the problem of substance abuse

IV. WORK ENVIRONMENT:

Nature of Working Conditions - Work is usually performed in a pleasant homelike setting.

Nature and Potential of Personal Hazards - In some cases residents may become violent, dangerous, or require medical attention. Employees are exposed to mental and verbal abuse.

V. RECRUITMENT STANDARDS:

Knowledges, Skills, and Abilities - Ability to communicate effectively with substance abusers through group/individual discussion. Knowledge of personal hygiene and common health practices. Skills in supervising others and in organizing and managing the daily operations of the house.

Minimum Education and Experience - Graduation from high school and one year of experience as a Halfway House Worker or equivalent to that level; or an equivalent combination of education and experience.