

HOUSING UNIT SUPERVISOR

CLASS CONCEPT

This is supervisory work directing the day-to-day operations of a residential therapeutic treatment unit that provides comprehensive habilitation treatment services for juvenile delinquents. Work in this class includes supervising direct-care staff responsible for the safety, security and habilitation of youths; inspecting housing area for safety, cleanliness and sanitation; and monitoring staff and juveniles to maintain a secure facility and compliance with policy and procedures. Personnel responsibilities include scheduling work and assignment of staff; interviewing and hiring staff to maintain appropriate staffing levels; monitoring performance; and instructing/training staff to ensure compliance with established policies and procedures. Employees provide counseling to juveniles to alleviate destructive behavior, to offer alternatives in dealing with personal problems, and to assist them in controlling their behavior. Work is subject to close personal and physical contact with juveniles and decisions that are made impact the protection of state property, the physical safety of the juveniles, staff and the employee. Daily reports are completed that outline treatment, medical appointments, transfers, admissions, and status changes of the population served. Physical facility unit operation responsibilities include inspections of premises and equipment to ensure proper functionality in a secured environment and compliance with cleanliness and safety program standards. Recommendations are made for supplies, equipment, and maintenance repairs as needed

RECRUITMENT STANDARDS

Knowledges, Skills and Abilities

Thorough knowledge of institutional programming techniques for delinquent juveniles.

General knowledge of juvenile law.

General knowledge of managerial and administrative techniques.

Considerable knowledge of sanitation, personal hygiene, and health and safety precautions in a residential facility.

General knowledge of fiscal operations.

Skill in administering a habilitative treatment program and directing the work of paraprofessional employees.

Effective oral and written communication skills and the ability to establish rapport and successfully interact with a variety of individuals.

Minimum Training and Experience Requirements - Associate's degree in human services field, criminal justice or related human services field from an appropriately accredited institution and three years of related human services experience; or an equivalent combination of education and experience.

Necessary Special Qualification - Applicants for positions designated as juvenile justice officers are subject to and must meet the hiring and training standards established by the North Carolina Criminal Justice Education and Training Standards Commission, as defined in Title 12, Chapter 9 of the North Carolina Administrative Code, by the Statutory Authority of North Carolina General Statute 17c.

All degrees must be received from appropriately accredited institutions.

Special Note - This is a generalized representation of positions in this class and is not intended to identify essential functions per ADA. Examples of work are primarily essential functions of the majority of positions, but may not be applicable to all positions.