



**WILLIAMSON COUNTY
COMMUNITY SUPERVISION and
CORRECTIONS DEPARTMENT
(ADULT PROBATION)**

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**JAMESON PENNINGTON
CSCD DIRECTOR**

Employment Opportunity

Residential Monitor Supervisor

Residential Monitor Supervisor position available at Central Texas Treatment Center located in Granger, Texas. Central Texas Treatment Center is a court ordered substance abuse residential treatment facility. Residential Monitor Supervisors are takes with CTTC operations and staff supervision of their assigned shift, in addition to ensuring the safety and accountability of all residents. In addition to the essential duties listed below, Residential Monitor Supervisors are responsible for all other duties assigned by their supervisor and or facility Director.

Essential Duties:

- Maintains chronological records in the daily log of events that occur while on shift
- Coordinates resident sign-in/out procedures
- Supervises assigned staff to ensure CTTC policy and operations are being followed at all times
- Monitors resident work details and extra duty
- Ensures resident compliance with Rules and Regulations
- Reports resident policy or rule infractions to the Administrative Staff
- Submits written documentation of infractions to the Residential Community Supervision Officer for appropriate disciplinary action
- Responsible for administering alcohol breath test
- Administering urinalysis drug test
- Searching residents for contraband each time they return to the Center
- Monitoring resident schedules
- Conducting inventories, issuing linens
- Assisting in resident intake
- Supervising residents Community Service Restitution project assignments and assisting residents
- Transporting residents
- Effectively communicates with all facility staff and residents

Physical Demands:

- Position involves prolonged writing, typing, sitting, standing, walking, reaching, twisting, turning, kneeling, bending, stooping and some lifting in the performance of daily activities.

Environmental Factors:

- Contact with persons convicted of felony crimes
- Urinalysis testing

- Tobacco-Free Workplace policy prohibits smoking or use of any tobacco on Williamson County premises

Minimum Requirements:

- High School Diploma / GED
- Pass a criminal background check and drug screen
- Computer skills
- Valid driver license

Hours: Varies

Organization Relationships:

- Under the direction of the Assistant Director and the Director of the Central Texas Treatment Center

Salary: \$33,250 annual salary to be paid out biweekly according to CSCD business operations as a condition of continued employment

Fair Labor Standards Act (FLSA) Status:

- Hourly
- Insurance Medical, Dental, Life
- Retirement-Texas County District Retirement System

Supplemental Information: must pass a criminal back-ground check