

# Central Texas Treatment Center

## Residential Supervisor I

Residential Supervisor I 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 Supervisor I help to ensure the safety and accountability of all residents. In addition to the essential duties listed below, Residential Supervisor I is 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
- 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 curfew and wake-up schedules
- Conducting inventories, issuing linens
- Assisting in resident intake
- Supervising residents Community Service Restitution project assignments and assisting residents
- Transporting residents
- Effectively communicates with facility 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
- Pass a criminal background check and drug screen
- Computer skills

- Valid driver license

**Hours:**

8 hour shift

**Organization Relationships:**

- Employees are under the direction of the Assistant Director and the Director of the Central Texas Treatment Center
- Facility is under direction of the Williamson County Community Supervision and Corrections Department
- Grant funding for the Central Texas Treatment Center is provided by Texas Department of Criminal Justice-Community Justice Assistance Division

**Salary:** \$26,000 to \$27,820

**Fair Labor Standards Act (FLSA) Status:**

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

**Supplemental Information:** must pass a criminal back-ground check