

Residential Supervisor 1

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 monitor's the operation of the center's programs and facilities for 2nd shift between the hours of 4 pm and 12 am midnight. Residential Supervisor I helps to ensure the safety and accountability of all residents. In addition to the essential duties listed below, RS 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 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

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 misdemeanor and 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

Hours:

- 2nd shift (4pm-12am)

Organization Relationships:

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

Salary: \$26,000.00 - \$27,820.00

Fair Labor Standards Act (FLSA) Status:

- Hourly
- Insurance
- Retirement

Supplemental Information: must pass a back-ground check