



UNION COUNTY BOARD OF COMMISSIONERS

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NOTICE OF JOB OPENING

Recruitment is open to all that meet the qualifications below and will be used to fill this vacancy and others that may occur in the next six months to one year.

POSITION: Male Transitional House Supervisor
Union County Community Corrections

OPENING DATE: January 12, 2021

CLOSING DATE: Open Until Filled

SALARY: \$14.00/hour

FTE: 26 hours per week

PURPOSE OF POSITION: This part-time House Supervisor is gender specific, serving male identifying residents. The House Supervisor will work collaboratively with Community Corrections staff and community partners to ensure a safe and healthy living environment for the residents.

ESSENTIAL JOB FUNCTIONS:

- Serve a diverse population effectively.
- Administer random and as-needed urine drug screenings.
- Assist residents in developing a support network by introducing them to various models of recovery in the community and attending community support activities with them.
- Assess needs of residents, connect them with applicable resources and develop a transition plan.
- Transport residents and encourage self-sufficiency.
- Assist residents with securing long-term housing and employment as needed.
- Work collaboratively with community partners in a professional manner, including regular interaction with residents' counselors and/or Probation Officer.
- Maintain accurate and timely reports and documentation.
- Abide by department policies and procedures, confidentiality laws, professional boundaries, peer support principles and relevant federal/state regulations and standards.
- Participate in weekly supervision and meetings, as assigned.
- Ensure the cleanliness/maintenance of the Transitional House.

THE ABOVE DESCRIPTION COVERS THE MOST SIGNIFICANT DUTIES PERFORMED BUT DOES NOT INCLUDE OTHER OCCASIONAL WORK, THE INCLUSION OF WHICH WOULD BE IN CONFORMITY WITH THE FACTOR DEGREES ASSIGNED TO THIS JOB.

JOB QUALIFICATION REQUIREMENTS:

- Knowledge of behavior and adjustment problems of adult offenders.

- Ability to conduct personal interviews and assessment techniques.
- Knowledge of the criminal justice system including probation and parole; knowledge of caseload management; knowledge of community resources available to adult offenders.
- Ability to access and interpret data in various computer databases.
- Work independently with minimal supervision.
- Ability to maintain accurate and complete records; ability to compose accurate, concise, objective reports.
- Ability to communicate effectively both orally and in writing with individuals of varying backgrounds and abilities.
- Ability to establish and maintain cooperative working relationships with individuals, whether members of the public or coworkers, from diverse groups and backgrounds.

MANDATORY REQUIREMENTS: High school diploma or an equivalent General Education Diploma Certificate. Possession of a valid Oregon Driver's license with an acceptable driving record. Pass a criminal background check.

DESIRABLE REQUIREMENTS: First Aid Certificate and CPR Certification.

SPECIAL REQUIREMENTS/LICENSES: Must become a certified Recovery Mentor within 90 days of hire in an Oregon State Mental Health and Addictions approved program.

PHYSICAL DEMANDS OF POSITION: While performing the duties of this position, the employee is frequently required to sit, stand, communicate, reach, and manipulate objects, tools, or controls. The position requires mobility and the ability to operate a motorized vehicle. Duties involve moving materials weighing up to five (5) pounds on a regular basis and up to 40 pounds on an infrequent basis. Manual dexterity and coordination are required while operating equipment such as computer keyboard and motorized vehicle.

WORKING CONDITIONS: Work conditions include normal office settings, indoor and outdoor environments, including travel to and from the office. Position may involve contact with individuals who may be hostile, abusive and under the influence of drugs/alcohol, are mentally ill or who have communicable diseases.

SUPERVISION RECEIVED:

The employee in this position reports to the Union County Community Corrections Director. They assist Parole and Probation Officers I & II in the supervision of adult offenders on probation and/or parole, and will receive and report on general supervision expectations from the PPO I & II when assisting those officers.

APPLY: Union County Community Corrections
1007 4th Street, Suite 2C
La Grande, OR 97850

Application Instructions: Please complete county application in your own hand writing.
Please submit a resume with the application form.

EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER