

**MONTGOMERY COUNTY DEPARTMENT OF
COMMUNITY SUPERVISION AND CORRECTIONS
JOB POSTING**

SERVICE AREA: COMMUNITY CORRECTIONS -

***** ALL MALE CORRECTIONAL TREATMENT FACILITY *****

JOB TITLE: RESIDENT CARE SPECIALIST

SALARY: \$817.00 BI-WEEKLY

An unofficial Job Description outlining the basic responsibilities and requirements is attached.

**OFFICIAL DEPARTMENT APPLICATION MUST BE SUBMITTED TO:
HUMAN RESOURCES
2247 N. FIRST, SUITE 214
CONROE, TX 77301
FAX: (936) 538-8275**

Department application is located at: www.mctx.org, click on Human Resources/Jobs Online.

**MUST PROVIDE A COPY OF HIGH SCHOOL DIPLOMA OR GED CERTIFICATE WITH
APPLICATION TO BE ELIGIBLE FOR CONSIDERATION FOR AN INTERVIEW**

APPLICATIONS WILL BE ACCEPTED UNTIL POSITION IS FILLED

After receiving a conditional offer of employment applicant(s) must pass a drug screen before becoming employees of Montgomery County Department of Community Supervision & Corrections. New hire drug screen will be paid by Montgomery County Department of Community Supervision & Corrections. Any additional cost will be the responsibility of the applicant. New hires for Community Corrections will be required to receive a TB test by MCDSC medical personnel. TB test must be conducted and read prior to any offer of employment. New hire TB test will be paid for by the department. Any additional cost will be the responsibility of the applicant.

ALL MONTGOMERY COUNTY WORKPLACES ARE TOBACCO FREE

**The MONTGOMERY COUNTY DEPARTMENT OF COMMUNITY SUPERVISION
AND CORRECTIONS is an Equal Opportunity Employer.**

11.02.09

MCDCSC

COMMUNITY CORRECTIONS

JOB TITLE: Resident Care Specialist

BASIC RESPONSIBILITIES:

The Resident Care Specialist provides supervision and general guidance to residents in the facility to assure an environment is maintained whereby positive behavior changes in residents can be fostered and realized. Resident Care Specialists report directly to the Resident Care Supervisor.

EXAMPLES OF DUTIES:

- ! Interacts with resident population and displays/models effective interpersonal skills which convey a sense of concern and understanding for the resident, yet maintains a sense of objectivity in assuring the policies and procedures of the center are not compromised
- ! Performs resident orientation and explains facility rules according to policy and procedure
- ! Responds to incidents and emergencies in a controlled and calm manner and according to policy and procedures
- ! Logs all pertinent information in duty log, i.e., resident rounds and count according to policy and procedure
- ! Performs facility and resident rounds on 24-hour basis in accordance with policy and procedure
- ! Controls contraband through searches as outlined in policy and procedure and manual
- ! Ensures cleanliness of facility is maintained on a daily basis through the supervision of resident work assignments
- ! Monitors resident visitation to assure adherence to policy and procedure
- ! Investigates and documents, in writing, lack of compliance by residents to violations of rules and regulations in accordance with policy and procedure,

Job Description
Resident Care Specialist
Page 2

- ! Logs program participation for I.S.F. residents
- ! Assigns in-house work details and assures details are completed satisfactorily
- ! Conducts drug and alcohol screening, including urinalysis and breathalyzer monitoring according to policy and procedure
- ! Greets visitors to the facility in a pleasant and non-threatening or argumentative manner
- ! Assists residents in self-administration of medications and accurately documents the dispensing of such in accordance with policy and procedure
- ! Attends and participates in staff meetings and training sessions as directed by his/her supervisor
- ! Dispenses and inventories supplies and materials in accordance with policy and procedure
- ! Safely transports residents to approved appointments outside the center in accordance with policy and procedure
- ! Performs telephone monitoring of residents whereabouts when resident has been granted a leave of center and accurately documents the results of monitoring activity
- ! Monitors restrictions and privileges granted to residents in accordance with policy and procedure
- ! Works cooperatively with all staff to assist in providing consistent supervision, programming, and a non-threatening therapeutic environment for residents
- ! Accurately completes reports on daily population of the center on a daily basis
- ! Accurately receipts resident earnings in compliance with policy and procedure
- ! Provides court testimony in a factual and objective manner as directed by the courts
- ! Performs other duties as assigned

REQUIREMENTS:

Training and Experience:

- ! High school diploma or G.E.D.,
- ! Preference will be given to those individuals having successfully completed at least (60-college credit hours) from an institution of higher education accredited by an accrediting organization recognized by the Texas Higher Education Coordinating Board
- ! Must have good interpersonal skills
- ! Must possess good writing skills

Special Knowledge, Skills and Abilities:

- ! Commitment to the department=s vision of developing people to their full potential

Additional Requirements:

- ! Must possess a valid Texas Drivers' license (if employee is coming to this position from another state this requirement must be met no later than 30 days following the date of employment
- ! Must have a clean driving record which will meet insurance coverage requirements for the operation of center vehicles
- ! Must have a telephone number at which he/she can be contacted
- ! Must be available for shift work and flexible to changes in scheduling and the work environment