RESIDENT SPECIALIST
This position reports directly to the Assistant Operations Manager/designee. This is a non-exempt, unclassified position.

Job Duties
The duties of this position include but are not limited to:
- Oversees all movement of offenders, including transportation.
- Performs facility security duties as well as person and property searches.
- Monitors the self-administration of residents’ medication.
- Documents offender activity and behavior.
- Answers phone and greets visitors.
- Performs data entry or other clerical duties.
- May facilitate and/or co-facilitate groups.
- Participates in treatment-related meetings.
- Responsible for safety and security of all staff and visitors.
- Actively participates in any other assigned tasks.

Qualifications
- A high school diploma or two (2) years’ work experience.
- Possession of a valid driver’s license; must be insurable through facility insurance policy.
- Able to work weekends and holidays.
- Responsible for being on-call on periodic basis.
- Experience with Microsoft Office Suite.
- Crisis intervention experience.
- Ability to maintain records and prepare reports.
- Must be able to be contacted via telephone.

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