

Job Title: Resident Specialist IV (Team Leader)

Opening Date/Time: Tue. 07/17/18 12:00 AM Central Time

Closing Date/Time: Fri. 08/10/18 11:59 PM Central Time

Salary: \$2,833.33 Monthly

Job Type: Regular Full-Time

Location: 600 FM 3013, Eagle Lake, Texas

Department: Counter Drug Task Force

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BRIEF POSITION DESCRIPTION

Benefits

Supplemental Questions

Performs highly complex (senior-level) care and living skills training work for the Texas ChalleNGe Academy (TCA). The Team Leader is responsible for the direct supervision of assigned Cadets participating in a voluntary youth residential military style academy. Administers and teaches the Cadet disciplinary process, provides direct instruction in the program's eight core components and conducts Cadet physical training related exercises. Reports directly to the Commandant through the Team Leader in Charge. Works under limited supervision with considerable latitude for the use of initiative and independent judgment.

ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES:

- Oversees the quality of care, treatment, training, and support provided to Cadets at TCA.
- Oversees Cadets' safety, health, and well-being; responds to emergencies, injuries, or complaints according to policy and procedure; and ensures acceptable level of residential care services.
- Ensures that activities designated on the TCA training schedule are accomplished during shift.
- Ensures that Cadet Standards of Discipline are upheld.
- Provides behavior directed counseling to reduce friction, correct undesirable behavior, improve morale and maintain continuity.
- Keeps TCA Chain of Command and fellow Team Leaders informed of all important matters through verbal communication, cadet conduct reports and the shift pass-down logs.
- Transports Cadets between locations (i.e. formations, physical training areas and work sites) and for medical treatment, as needed.
- Ensures Cadets' barracks, common areas and living conditions are properly maintained in accordance with established standards.
- Analyzes and evaluates progress and development on assigned Cadets and presents verbal and written reports.
- Administers weekly Cadet Behavior Evaluation process and provides evaluations to the Commandant via the Team Leaders in Charge.
- Ensures safety of TCA personnel and Cadets during assigned shift.
- Teaches Cadets to move to and from daily assignments in orderly multiple sized military formations (Squad, Platoon and Company).
- Conducts daily behavior sessions in a group setting with the Cadets and provides behavioral assessments to the Recruiting, Placement and Mentoring (RPM) Department and the Chain of Command.

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- Reinforces the Health and Hygiene, the Life Coping Skills, and the Leadership/Followership components of the Cadet Performance Measurement Guide.
- Assists the RPM Department in developing residential and post-residential goals in the formation of the individual Cadet's post-residential action plan.
- Assists the RPM Department in identifying durable placement for assigned Cadets.
- Assists with the Cadet weight control program in conjunction with the Medical Department and Physical Fitness component of the Cadet Performance measurement Guide.
- Creates new or evaluates and revises curriculum in support of the program's eight core components.
- Provides training to new staff as directed by the Commandant.
- Maintains and updates cadet performance and disciplinary files.
- Updates the automated database system in regards to cadet performance and mastery of the eight core components.
- Performs other duties as assigned.

MINIMUM QUALIFICATIONS:**EDUCATION:**

- Graduation from a standard senior high school or equivalent is required.

EXPERIENCE:

- One year of full-time experience working with youth is required.

SUBSTITUTIONS:

- Graduation from an accredited four-year college or university with major course work in Criminal Justice, Behavioral Science, Social Science or a related field may substitute for required experience. **OR**
- Three years of military service may substitute for required experience. **OR**
- A combination of military service and education equal to three years may substitute for required experience.

PREFERRED QUALIFICATIONS:

- Experience working with youth who are emotionally/behaviorally at-risk is preferred.
- Experience working with community outreach programs or alternative education programs is preferred.
- Bachelor's degree is preferred.

REGISTRATION, CERTIFICATION OR LICENSURE:

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- Valid driver's license is required. *If not currently a Texas resident, must obtain a Texas Driver's License within 30 days after entering Texas as a new resident. A satisfactory driving record is required for operating state or personal vehicles to conduct agency business.
- The ability to obtain a Texas Commercial Driver's License (CDL) is preferred.
- First Aid and CPR certification required or ability to obtain such certification.

OTHER REQUIREMENTS:

- You must be at least 21 years old at the time that you are applying for the position.
- Personal financial responsibility is required to enable the issuance of a state or personal credit card for reimbursable training related expenses.
- Employment may be contingent upon favorable results of a drug test.
- This position is security sensitive and employment is contingent upon favorable results of a criminal record check with the Texas Department of Public Safety.
- Selected candidate must pass federal security background investigation. The process includes a National Agency Check and Inquiry (NACI) and fingerprinting. New employees must complete and sign the Office of Personnel Management (OPM) Form SF85. Completed forms are submitted to the OPM for the background investigations.
- Upon hire with the State of Texas, males between the ages of 18 through 25 must provide proof of registration or exemption with the Selective Service. For further information, visit the Selective Service website at <https://www.sss.gov/RegVer/wfVerification.aspx>.

PHYSICAL/WORKING CONDITIONS:

Work involves standing, walking, stooping, kneeling, climbing, crawling and running. Requires the ability to work an eight or ten hour shift. Must be able to climb stairs and physically patrol property. Patrolling will primarily be within five campus buildings supporting approximately 150 cadets. Frequently lifts, carries, moves, and sets up equipment and materials that weigh up to 50 pounds.

NOTE: Texas ChalleNGe Academy is a smoke-free environment. Smoking and/or the use of tobacco is prohibited within the facility.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of:

- techniques used in planning and supervising recreational and social activities;
- adolescent problems, growth and development; and
- techniques used in interacting with Cadets.

Skill in:

- maintaining a clean and organized environment;
- communicating clearly and effectively both verbally and in writing; and
- operating a personal computer using Microsoft applications.

Ability to:

- work an eight or ten hour shift;
- climb stairs and physically patrol property;
- demonstrate effective leadership;
- follow instructions and directions;
- interpret and explain program rules and regulations;
- instruct Cadets in a professional and courteous manner;
- interact appropriately and professionally with Cadets;
- enforce disciplinary, safety and security measures;
- take appropriate action in emergency situations;
- physically take control of Cadets in a crisis environment;
- react quickly and/or run to respond to emergencies;
- document Cadet performance in a timely manner;
- document disciplinary actions on Cadet files;
- maintain appropriate communication with management;
- work a flexible schedule;
- work with others and establish and maintain positive working relationships;
- attend and participate in mandatory training located in local and out of town locations; and
- train others as needed.

VETERANS EMPLOYMENT PREFERENCE

If you qualify for a Veteran Employment Preference, it is mandatory that you provide the required documentation at the time of applying. Documentation must be provided before a Veteran Employment Preference can be granted.

REQUIRED DOCUMENTATION

Veteran – DD Form 214 or;
Surviving Spouse of a Veteran who has not remarried - Marriage Certificate and DD Form 1300 or;
Orphan of a Veteran who was killed during active duty – Birth Certificate and DD Form 1300

VETERANS: Use your military skills to qualify for this position or other jobs! Go to www.texasskillstowork.com to translate your military work experience and training courses into civilian job terms, qualifications and skill sets.

Veterans, Reservist or Guardsmen with an MOS or additional duties that fall in the following fields or other related fields pertaining to the minimum experience requirements may meet the minimum qualifications for this position and are highly encouraged to apply:

United States Army - Any enlisted/officer/warrant position
United States Coast Guard - Any enlisted/officer/warrant position
United States Marine Corps - Any enlisted/officer/warrant position
United States Air Force - Any enlisted/officer/warrant position

The military crosswalk is intended to serve as a general guideline for state agency use. State agencies have the flexibility to use the MOS codes that best reflect the responsibilities of the position being posted.

Additional Military Crosswalk information can be accessed at: http://www.hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC_SocialServices.pdf