



Pennington County
Housing Director
(Exempt C51)

Position Objective:

The Housing Director assigned to the Care Campus Addiction Treatment Services (ATS) is responsible for the day-to-day operations required to provide services to safe bed, detox and crisis care clients. This includes the direct oversight of tech staff and indirect oversight of medical, maintenance and food services staff. The Housing Director reports to the Chief Deputy and operates under the mission and philosophies of the Pennington County Sheriff's Office (PCSO). The Housing Director works in partnership with the Clinical Director as the PCSO Care Campus representative within the community and as a liaison between the entities providing services at the Care Campus.

This is an exempt position typically staffed during weekday daytime hours. Flexible weekend and evening hours will be required occasionally. This position is on-call for with the exception of paid leave time for housing related issues.

An office cell phone or reimbursement is provided. Business casual or the Care Campus Uniform is appropriate attire.

Essential Functions:

- Supervising day-to-day operations in a manner consistent with the Sheriff's Office philosophy.
- Supervising tech supervisor staff including; selection, training, scheduling, assigning work, enforcing policy to include disciplinary action, and conducting performance reviews.
- Assisting supervisory staff and the Chief Deputy in addressing staff issues to include: medical, disciplinary, personal and employment status changes.
- Serving as the point of contact for:
 - Health and Human Services Safe Bed Initiatives
 - Behavior Management Systems Staff assigned to the Crisis Care Center
 - Lutheran Social Services Staff assigned to residential client programs.
 - Rapid City Police Department staff assigned to the Quality of Life Unit.
- Assisting the Clinical Director in maintaining compliance with accreditation standards, existing contracts/grants.
- Serving as a liaison and representative of the Care Campus.
- Reviewing, documenting and responding to facility incidents to include debriefing the Chief Deputy.
- Monitoring food service operations/quality provided to clients.
- Addressing building maintenance, cleanliness and upkeep in cooperation with the Jail Support Captain.
- Addressing medical care, protocols and services in cooperation with the Jail Support Captain.
- Assisting the training division in ensuring ongoing professional development and new employee training is current and completed.
- Developing, implementing and enforcing policies.

- Assisting in providing crisis intervention for clients.
- Attending meetings and trainings as necessary.
- Ensuring compliance with pertinent federal, state, local and accreditation regulations.
- Adhering to Sheriff's Office policies and division specific policies.
- Providing on-call assistance.
- Performs related duties.

This job specification should not be construed to imply that these requirements are the exclusive duties of the position. Incumbents may be required to follow any other instructions, and to perform any other related duties, as may be required.

Experience and/or Education Required:

- Bachelor's Degree in Human Services, Management or a related field.
- Four years' working experience in a residential or secure housing facility. (experience may be substituted in lieu of education).
- Minimum of two years' experience in supervision.
- Possession of or ability to readily obtain a valid South Dakota Driver's License within 90 days of moving to South Dakota.

Working Environment:

The work is performed in a secure housing facility. A combination of an office setting and open bay rooms is the typical work environment. This will include exposure to medical emergencies, aggressive, suicidal, detoxing and intoxicated behaviors.

Physical Requirements:

While performing the duties of this job, the employee is regularly required to sit; use hands; talk and hear. The employee is frequently required to walk, sit and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision. While not a primary duty, the Housing Director will be responding to assist emergent situations. This on occasion will require the ability to restrain adult individuals or perform CPR and first aid response. Running, bending, twisting, pulling and lifting up to 100 pounds.