

Job Description
Great Falls Pre-Release Services, Inc.

<u>Position:</u>	Compliance Officer Supervisor	<u>Job Classification:</u>	Exempt
<u>Reports To:</u>	Facility Services Director		
<u>Supervises:</u>	Assistant Compliance Officer Supervisor, Compliance Officers, Security Coordinator, UA Supervisor, UA Technician		
<u>Position Scope:</u>	Up to 50 Compliance Officers located throughout 3 buildings on the Great Falls Pre-Release Campus. Up to 250 Residents participating in a Residential Re-Entry Program.		

Position Summary:

The Great Falls Pre-Release Center is a non-profit Community Corrections worksite consisting of three Counseling campuses. The campuses are minimum security and residential in nature, housing closely screened and selected for program acceptance, adult male and female felon offenders during their structured transition program for re-entry into the community. The Centers also operate a Jail Alternative program for adult male/female clients and a Community Service program involving adjudicated males and females.

In addition to performing all duties of the Compliance Officer (CO), the Compliance Officer Supervisor will assist the Facility Services Director and Senior Staff in the management of the facilities as well as act as an Advisor/Supervisor for all Compliance Officer's. The CO Supervisor will assist in identifying safety and health deficiencies within Center and augment CO's at any time at any one of the three facilities.

Key Responsibilities and Duties:

1. Working as a Compliance Officer "CO". Assist in the selection and screening of CO's and Part-time CO's.
2. Assist in the comprehensive development and implementation of a training program for the CO's and part-time CO's. Perform random periodic visits on all CO shifts to insure a wide overview of work performance and patterns.
3. Become proficient on U.A. procedures and retain certification within 6 months of assuming CO Supervisor position. Responsible for shipping and proper accountability of federal (outside) U.A. samples.
4. Assist in the ongoing review and updating of changes to the CO. Handbook. Develop and implement a continuous training schedule to maintain CO proficiency. Insure the currency of all training programs for CO's and related areas such as Resident Handbooks and policy changes.
5. Assist in CO Job development as it pertains to the enhancement and refinement of various duties and responsibilities. Conduct CO meetings as necessary to fully represent CO involvement.
6. Bring to the Executive Director, Treatment Services Director or Facility Services Director, attention problem areas, grievances, recommendations or other matters pertaining to the CO's, including their inputs.
7. Assist supervisors in identification and problem-solving issues pertaining to Compliance Officers/Correctional Treatment Specialist relations. Perform periodic written evaluations on CO staff as necessary.

Compliance Officer Supervisor - Job Description

Page 2

8. Prepare and schedule personnel, including yourself, for satisfactory manning of all shifts for both full-time and part-time CO's. Maintain and monitor vacations and holidays of CO Staff. Review time cards for accuracy and completeness prior to submitting them to the Business Manager as well as verifying holiday and vacation requests.
9. Perform additional duties as assigned and requested.

Qualifications and Skills:

- High School graduate or equivalent.
- Three years' experience in general human services programs or related field involving law enforcement or behavioral science.
- Possess a basic understanding in the techniques of interpersonal relations.
- Ability to understand and be sensitive to the needs of residents.
- Ability to supervise effectively; establish and maintain effective working relationships.
- Effective verbal and written communication. Good organizational and time management skills.

Revised:

June 2020 - Dan McLaughlin

December 2019 - Dan McLaughlin

June 2017

February 2011,

Approved:

June 2020

May 1998