

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE
JOB DESCRIPTION**

POSITION TITLE: PROGRAM SUPERVISOR V -
Sex Offender Rehabilitation Programs

SALARY GROUP: B21

DEPARTMENT: Rehabilitation Programs Division

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CERTIFICATION: I certify that, to my knowledge, this is an accurate and complete description of the essential functions and the conditions required for this position.

APPROVED BY: Joseph A. Bon-Jorno DATE: 02/04/2016

POSITION #: 045294

I. JOB SUMMARY

Performs highly complex administrative and supervisory program work. Work involves establishing program goals and objectives; developing program guidelines, policies, procedures, rules, and regulations; developing schedules, priorities, and standards for achieving program goals; evaluating program activities; developing and evaluating budget requests; coordinating program activities; and planning, assigning, and supervising the work of others. Works under limited supervision with moderate latitude for the use of initiative and independent judgment.

II. ESSENTIAL FUNCTIONS

- A. Plans, implements, coordinates, monitors, and evaluates sex offender rehabilitation programs and services; develops and implements program guidelines, policies, procedures, rules, and regulations; monitors compliance with policies and procedures; and reviews and evaluates methods to measure program outcome and recidivism.
 - B. Establishes program goals and objectives; develops and implements effective techniques for evaluating program services and operations; oversees special investigations, program analyses, and research studies; and makes recommendations for improvement.
 - C. Oversees the preparation of required program management and productivity reports; and oversees the preparation of training and operational manuals, educational materials, and information programs.
 - D. Coordinates program activities with agency departments, divisions, other agencies, and the public; and provides training and technical assistance to program staff regarding program issues.
 - E. Plans, assigns, and supervises the work of others.
- * Performs a variety of marginal duties not listed, to be determined and assigned as needed.

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III. MINIMUM QUALIFICATIONS

A. Education, Experience, and Training

1. Bachelor's degree from a college or university accredited by an organization recognized by the Council for Higher Education Accreditation (CHEA) or by the United States Department of Education (USDE). Major course work in Counseling, Psychology, a Behavioral Science, or a related field. Master's degree in Counseling, Psychology, Social Work, Marital Family Therapy, or a related field preferred.
2. Five years full-time, wage-earning counseling, social work, social services, case management, or sex offender treatment experience.
3. Three years full-time, wage-earning experience in the supervision of employees.
4. Clinical or case management experience with sex offenders preferred.
5. Licensed Psychological Associate by the Texas State Board of Examiners of Psychologists, Licensed Professional Counselor by the Texas State Board of Examiners of Professional Counselors, Licensed Clinical Social Worker by the Texas State Board of Social Worker Examiners, Licensed Marriage and Family Therapist by the Texas State Board of Marriage and Family Therapists, or Licensed Sex Offender Treatment Provider by the Council on Sex Offender Treatment preferred.

B. Knowledge and Skills

1. Knowledge of the principles and practices of public administration and management.
2. Knowledge of psychopathology and the theory and practice of individual and group psychotherapy.
3. Knowledge of applicable state and federal laws, rules, regulations, and statutes.
4. Knowledge of methods and techniques of program planning and implementation.
5. Knowledge of the resources and current literature regarding the treatment of sex offenders preferred.
6. Knowledge of agency and departmental organizational structure, policies, procedures, rules, and regulations preferred.
7. Skill to communicate ideas and instructions clearly and concisely.

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8. Skill to coordinate with other staff, departments, officials, agencies, organizations, and the public.
9. Skill to interpret and apply rules, regulations, policies, and procedures.
10. Skill in administrative problem-solving techniques.
11. Skill to develop and evaluate administrative policies and procedures.
12. Skill to review technical data and prepare technical reports.
13. Skill in public address.
14. Skill in the use of computers and related equipment in a stand-alone or local area network environment.
15. Skill to plan, assign, and supervise the work of others.

IV. ADDITIONAL REQUIREMENTS WITH OR WITHOUT REASONABLE ACCOMMODATION

- A. Ability to walk, stand, sit, kneel, push, stoop, reach above the shoulder, grasp, pull, bend repeatedly, climb stairs, identify colors, hear with aid, see, write, count, read, speak, analyze, alphabetize, lift and carry under 15 lbs., perceive depth, operate a motor vehicle, and operate motor equipment.
- B. Conditions include working inside, working around machines with moving parts and moving objects, radiant and electrical energy, working closely with others, working alone, working protracted or irregular hours, and traveling by car, van, bus, and airplane.
- C. Equipment (machines, tools, devices) used in performing only the essential functions include computer and related equipment, typewriter, calculator, copier, fax machine, telephone, and automobile.