

Whitley County Community Corrections

Residential Work Release Senior Shift Supervisor

May 7, 2018

Salary: \$38,056-41,600

Department: Whitley County Community Corrections

Classification: POLE (Protective Occupations, Law Enforcement)

Shift: 2nd/3rd

The Senior Shift Supervisor will assist the Work Release Administrator in management of the program; including supervision of staff and act in the Work Release Administrators absence.

DUTIES:

Assist in the supervision of all employees of the residential work release facility; including work assignments, providing training, and orientation. Coordinates various personnel actions such as; corrective instruction, conducting evaluations, and carrying out formal discipline.

Assist in the interviewing and hiring of staff as needed. Regularly monitor performance and provide coaching to assist in continuous professional and personal growth through training of employees.

In Work Release Administrators absence communicates frequently with Community Corrections Director, Courts, and Whitley County Sheriff regarding work release operations, providing status reports, and resolving problems.

Act as liaison between the Community Corrections Residential Work Release Program and law enforcement agencies, Courts, attorneys, medics, and clergy.

Assist in ensuring compliance with set policies/procedures to reduce risk of liability.

Assist in facility audits as required.

Maintain training and ability to perform Shift Supervisor duties in their absence or as needed.

Attend and participant in screening and conduct adjustment board meetings.

Ability to influence and support behavioral change through Evidence Based Practices.

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Ability to monitor compliance with PREA policies.

Maintain current certification to utilize the IRAS assessment tool.

Attend and represent the agency at Court hearings.

Responds to inquiries and communicates frequently with attorneys, offender family members, and related agencies/departments regarding work release operations.

Complete database entries, ensuring completeness and accuracy of information as required.

Facilitate and attend monthly staff meetings to address areas of concern, share new information and build consistency.

Coordinate and participate in full facility searches and major cleaning

Compile, prepare, and present information regarding program applicants. Verify agency has received all necessary documentation, and coordinate intake

Attend training sessions as required.

Performs related duties as assigned.

JOB REQUIREMENTS AND DIFFICULTY OF WORK:

Bachelors degree from an accredited college or university and/or equivalent combination of education and work experience; prior case management and supervisory experience.

Ability to meet all departmental hiring, promotion and retention requirements, including not posing a direct threat to the health and safety of other individuals in the workplace.

Thorough knowledge of and ability to make practical application of rules, regulations, policies, and procedures of the department and civil and criminal justice systems.

Ability to provide public access to or maintain confidentiality of department information/records according to state requirements.

Ability to competently serve the public with diplomacy and respect, including occasional encounters with irate/hostile persons.

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Ability to comply with all employer/department personnel policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Working knowledge of and ability to use standard equipment including computer, typewriter, calculator, radio, portable breath test, and camera.

Working knowledge of Standard English grammar, spelling and punctuation, and ability

**Please send resume/application to the address or e-mail listed below.
Accepting resumes/applications until position is filled.**

Paula Worden, Director
wccommunitycorr@whitleygov.com

**351 West Plaza Drive
Columbia City, IN 46725
260-248-3113
260-248-3193 (Fax)**

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