

Whitley County Community Corrections

Position: Residential Work Release Shift Supervisor
Salary: \$40,991.00 (effective January 2020)
Department: Whitley County Community Corrections
Status: Full-time
FLSA Status: Non-exempt
Work Schedule : 37.5 hours weekly. Schedule may vary.

Shift Supervisor is responsible for the supervision of residents while maintaining security, safety, and sanitation of an adult residential community corrections facility. Responsibilities include maintaining accountability of participants, assuring that all program rules and regulations are followed. Strong communication skills, ability to work as a team and alone needed. Ability to provide structure, accountability and support to offenders.

Job Requirements:

- High School Diploma or GED
- Certification or ability to be certified in first responder/CPR .
- Possession of a valid driver's license and demonstrated safe driving record.
- Thorough knowledge of and ability to make practical application of rules, regulations, policies and procedures of the Department and civil and criminal justice systems.
- Working knowledge of standard English grammar, spelling, and punctuation, and ability to prepare/complete all required reports within Department deadlines
- Ability to competently serve the public with diplomacy and respect, including occasional encounters with irate/hostile persons.
- Ability to work alone with minimum supervision, under time pressure and on several tasks at the same time.
- Ability to carry out and follow written and oral instructions and to present finding in oral and written form.
- Ability to work with others in a team environment and to work rapidly for long periods of time.
- 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.
- Shifts will vary; must work some weekends and evenings
- Experience and/or related education necessary.

Please send resume/application to the address or e-mail listed below. Accepting resumes/applications through Friday, November 15, 2019.

Paula Worden, Director
wcommunitycorr@whitleygov.com

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

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