

# Whitley County Community Corrections

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**Position: Residential Work Release Shift Supervisor**

**Salary: \$40,991.00**

**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:**

- 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.
- 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 Wednesday, July 15, 2020.**

**Paula Worden, Director**  
[wccommunitycorr@whitleygov.com](mailto:wccommunitycorr@whitleygov.com)

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

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