

**POSITION DESCRIPTION
COUNTY OF LAPORTE, INDIANA**

POSITION: Weekend Supervisor / Compliance Monitor
DEPARTMENT: Juvenile Services Center
WORK SCHEDULE: As Assigned
JOB CATEGORY: POLE (Protective Occupations and Law Enforcement)

DATE WRITTEN: April 2021

STATUS: Full-time

DATE REVISED:

FLSA STATUS: Non-exempt

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. The County of LaPorte provides reasonable accommodation to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job, unless the accommodation would cause an undue hardship.

Incumbent serves as the Weekend Supervisor /Compliance Monitor, responsible for planning, directing, administering and supervising activities of assigned Youth Specialist Workers and ensuring compliance with Indiana Department of Correction (DOC), Prison Rape Elimination Act (PREA), Juvenile Detention Alternatives Initiative (JDAI) and Indiana Department of Child Services (DCS), and applicable local, state, and federal guidelines.

DUTIES:

Plans, directs, administers, and supervises activities of assigned Youth Specialist Workers. Prioritizes and delegates work assignments, establishes specific work goals, enforces department policies and procedures, provides training, evaluates work performance, ensures proper completion of tasks and conformance with policy, maintains discipline, and recommends corrective action as warranted.

Reviews incident/disciplinary reports concerning juvenile residents, assuring proper and effective resolution of conflicts and providing additional assistance and/or corrective action as appropriate.

Assists with providing security, supervision, and discipline for assigned residents as needed.

Conducts intakes of juvenile resident, including taking and securing personal property, conducting searches of persons and belongings for contraband, providing orientation to the facility, and explaining rules and regulations. Conducts alcohol and drug submissions when necessary. Completes release documents and releases personal property of residents accordingly.

Administers detainee/resident medication per facility policy and procedure.

Receives and screens resident requests, complaints, and grievances and provides an answer to the resident or refers the subject to the appropriate person for further action.

Intervenes or assists as needed in crisis or emergency situations, such as conflicts between residents, resistance to staff authority, attempted escapes, serious illness, and weather or fire alerts.

Assures proper building security, including operating manual and electronic door locks, monitoring radio communications, watching monitors, and contacting facility personnel and/or law enforcement agencies in the event of an emergency.

Performs building inspections of living units, identifying problems and/or concerns and taking corrective action accordingly.

Assists with writing, updating and maintaining policy and procedure.

Supervises program implementation and compliance according to policy and procedure. Reports directly to administration any failures to maintain compliance.

Works with training coordinator to ensure that the facility training plan is developed, evaluated and updated based on an annual assessment that identifies current job-related training needs and an evaluation of existing training programs.

Confer with administration, supervisors and employees to gain knowledge to identify training gaps and to better understand changes in policies, procedures and standards.

Attends in-service training, staff meetings, and educational workshops/training seminars pertaining to residential child care facilities as is required by the licensing agency.

Periodically performs duties of Youth Specialist Worker as needed.

Occasionally responds to emergencies from off-duty status.

Performs related duties as assigned.

I. JOB REQUIREMENTS AND DIFFICULTY OF WORK:

Associates or Baccalaureate Degree in social work, psychology, sociology, criminal justice, or other related field preferred; however, individuals working toward a degree or with five (5) years of related experience may be considered.

Must be proficient and knowledgeable in regulations as outlines DOC, PREA, JDAI and DCS. Must be able to articulate regulations into policy and procedure through excellent written communication skills.

Must be at least 21 years of age.

Must be able to work weekends and flexible hours during the week, and travel out of town, sometimes overnight, for training.

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Ability to meet all hiring requirements, including passage of a criminal background check, a medical exam, a drug test, and a tuberculosis (TB) test.

Possession of and ability to maintain possession of all required certifications and training requirements, including, but not limited to, CPR, first aid, biohazard, and Handle with Care (HWC).

Working knowledge of legal requirements and standard policies, practices, and general operations of the facility, with ability to apply appropriate procedures to ongoing operations accordingly.

Ability to plan, direct, administer, and supervise activities of assigned Youth Specialist Workers. Ability to prioritize and delegate work assignments, establish specific work goals, enforce department policies and procedures, provide training, evaluate work performance, ensure proper completion of tasks and conformance with policy, maintain discipline, and recommend corrective action as warranted.

Ability to interview candidates for openings, make hiring recommendations, and provide orientation to new subordinates.

Ability to enforce Center rules and regulations, resolve conflicts, and take authoritative action as situations demand.

Ability to accurately complete required reports and documents, apply knowledge of people/locations, and plan/layout assigned work projects.

Ability to properly operate standard office equipment, including computer, calculator, copy machine, fax machine, telephone, and 2-way radio.

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

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

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

Ability to effectively communicate orally and in writing with co-workers, other County departments, juvenile residents and their families, school officials, local law enforcement agencies, community and social service agencies, placing agencies, and members of the general public in a courteous and tactful manner, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.

Ability to work alone with minimum supervision and with others in a team environment on several tasks at the same time, occasionally under time pressure.

Ability to understand, memorize, retain, and carry out written or oral instructions and present findings in oral or written form.

Ability to respond to emergencies from off-duty status.

Ability to perform physical requirements of essential duties.

Possession of a valid Indiana driver's license and a demonstrated safe driving record.

II. RESPONSIBILITY:

Incumbent supervises Youth Specialist Workers in accordance with facility rules and generally accepted guidelines, exercising judgment to train and review assigned staff, prevent and/or resolve conflicts and problems, and properly document residents' behavior. Incumbent's work is not always subject to close supervisory review, and undetected errors could result in escape of assigned residents and potential harm to facility residents, self, and co-workers.

Incumbent works within a changing schedule of duties, determining own priorities in accordance with the facility requirements and responding to problems as needed. General instructions for new and/or unusual duties are provided by supervisor and work is reviewed periodically and/or upon completion of specific assignments for soundness of judgment, accuracy, and compliance with instructions and requirements.

III. PERSONAL WORK RELATIONSHIPS:

Incumbent maintains frequent contact with co-workers, other County departments, juvenile residents and their families, school officials, local law enforcement agencies, community and social service agencies, placing agencies, and members of the general public for a variety of purposes, including monitoring residents' behavior, enforcing rules and regulations, providing resident information, resolving conflicts and problems, and coordinating contacts and planning for residents.

Incumbent reports directly to the Assistant Director.

IV. PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent performs majority of duties in a residential facility and in the field, including standing/walking for long periods, lifting/carrying objects weighing over 50 pounds when restraining individuals, bending, driving, close vision, and hearing sounds/communication. Incumbent may be exposed to irate/hostile individuals and have to respond to situations involving potential physical harm to self and others.

Incumbent occasionally works extended hours, regularly works evening and/or weekend hours, and travels out of town, sometimes overnight, for training. Incumbent occasionally responds to emergencies from off-duty status.

APPLICANT/EMPLOYEE ACKNOWLEDGMENT

The job description for the position of Weekend Supervisor/Compliance Monitor for the LaPorte County Juvenile Services Center describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description, and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements, and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined?
Yes _____ No _____

Applicant/Employee Signature

Date

Print or Type Name