

**IN THE FRANKLIN COUNTY COURT OF COMMON PLEAS  
DIVISION OF DOMESTIC RELATIONS  
AND JUVENILE BRANCH**

**TITLE OF POSITION:** Shift Supervisor

**IMMEDIATE SUPERVISOR:** Resident Manager

**NORMAL WORKING HOURS:** VARIES

**SALARY:** \$25.04 per hour. **Position is subject to 180-day probationary period.**

**MINIMUM REQUIREMENTS:** BA/BS Degree in the Social Sciences, Law Enforcement or related field or any equivalent combination of experience and education which provides the applicant with the desired skills, knowledge and ability required to perform successfully in the position. Two to Three years' experience working with individuals in a correctional, treatment and/or behavioral residential setting required. One to two years supervisory experience preferred. Good written and verbal communication skills.

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**ESSENTIAL FUNCTIONS**

1. Conducts and documents roll call for Juvenile Intervention Specialists (JIS) assigned to the shift. Communicate expectations to the JIS; inspect uniforms, documents key, radio, and man-down numbers to ensure staff safety and security. Coordinates searches in the event of escapes or attempted escapes. Conducts investigations of incidents, safety checks and searches of youth, staff, visitors, and the physical facility when necessary. Coordinates communication, and operations on assigned shifts, units and program areas within the facility.
2. Conducts surveillance of the center and property to prevent incidents which threaten the security or safety of the facility, youth, adult intakes, staff or the general public. Review video footage to retrace incidents that previously happened and to confirm or deny report.
3. Conducts weekly inspections pertaining to security, safety, sanitation, cleanliness and contraband to ensure compliance with established work standards. Provides crisis intervention related to behavior and discipline problems with youth and young adults at the facility. Provide written reports and typed reports for youth violating rule violations and youths that cause a threat to the safety and security of the facility.
4. Coordinates communication, and operations on all shifts, units and program areas within the facility. Conducts investigations of incidents, conducts safety checks and searches of youth, adult intake, staff and the physical facility when appropriate. Conduct searches on staff to prevent contraband from entering the facility. Facilitate quarterly training and conduct new hire training.
5. Coordinates searches in the event of escapes or attempted escapes by youth and adult intakes.
6. Coordinates the staff work schedule and ensures appropriate coverage on all shifts. Receives employee call-offs, and makes necessary staff changes to ensure adequate coverage. Inspects each post to ensure staff is alert, attentive and following post orders. Fill in and work JIS posts when staff call off work to prevent from paying overtime.
7. Coordinates youth movement and maintains an accurate account of the youth population at all times. Coordinates/secures the transportation of youth and adult intakes for medical appointments. Conduct formal count of youths by calling around while staff physically check youth's rooms. Transport youths to and from hospital appointments and court proceedings when needed.
8. Maintains communications with law enforcement officials relative to the safe transport of youth and adult intakes to and from the facility. Contact parents and FCCS when youths are involved. Required to walk through the facility to update staff on changes that may occur throughout the day.
9. Prepares and submits records of shift events, and submits all necessary reports, logs and forms to the proper individual (s) at the end of each shift. Make rounds in the facility to monitor staff for alertness and conduct hourly checks on youths and adult intakes that are in room confinement and access their calmness to be evaluated to be released from confinement.
10. Provides direction to JIS's to ensure security, custody, safety and control. Assures all programs are held as scheduled; monitors and coordinates activities within the shift.
11. Serves as a mandatory reporter for any allegations of child abuse
12. Performs other duties as assigned

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**Posting Period: September 23, 2020  
December 31, 2020**

**Apply On-line:**  
[drj.fccourts.org](http://drj.fccourts.org)

**Application/Resume must be received by:**  
Thursday, December 31, 2020 @ 5:00 p.m.

Telephone: (614) 525-4865  
Fax: (614) 525-2230

**Address:**

Franklin County Court of Common Pleas  
Division of Domestic Relations and  
Juvenile Branch – **Attn: Human  
Resources**  
373 South High Street, 4<sup>th</sup> Floor  
Columbus, Ohio 43215

**THE FRANKLIN COUNTY COURT OF DOMESTIC RELATIONS AND JUVENILE DIVISION IS AN EQUAL OPPORTUNITY EMPLOYER AND WILL NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, HANDICAP, AGE, OR ANCESTRY OF ANY PERSON.**