



Franklin County Domestic and Juvenile Courts

SHIFT SUPERVISOR

IMMEDIATE SUPERVISOR:	Resident Manager
WORKING HOURS:	Varies
STARTING SALARY:	\$32.51 p/h. 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 provides the applicant with the desired skills, knowledge, and ability required to perform successfully in the position. A minimum of two (2) years of experience working with individuals in a correctional, treatment, and/or behavioral residential setting is required. In addition, a minimum of one (1) year of supervisory experience is preferred. Excellent verbal and written communication skills.
FLSA	Non-Exempt

POSITION SUMMARY:

The Shift Supervisor is responsible for enforcing rules and regulations to provide the safety, security, welfare, of the youths and staff at the facility. Assists with coordinating, staff's work schedules and ensures appropriate coverage on all shifts. Conducts weekly inspections pertaining to security, safety, sanitation, cleanliness, and contraband to guarantee compliance with established statues and policies. Provides crisis intervention related to behavior and discipline problems with youth and adults at the facility. Supervises youth and adult's movement and maintains an accurate account of the youth and adult's population at all times. Coordinates/secures the transportation of youth for outside appointments. Respond to crisis situations and responsible for reporting of crisis incidents. Provide leadership, coaching and mentoring to all Juvenile Intervention Specialist. Prepares and submits records of shift events, and submits all necessary reports, logs, and forms to the proper individual (s). Respond, supervise, video, and get involved in physical interventions.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

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 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.
 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. Performs other duties as assigned.

CORE COMPETENCIES / KSA'S:

- Considerable knowledge of the principles, practices and regulations related to juvenile detention facilities.
- Considerable knowledge of facility policy, procedures, rules and regulations.
- Considerable knowledge of juvenile behavior and behavior modification techniques utilized in a closed or secure environment.
- Knowledge of computer hardware components and general computer software applications.
- Ability to coordinate multiple services and functions among personnel in high stress or emergency situations.
- Ability to train, schedule, supervise and evaluate the work of subordinate staff.
- Ability to work with community agency and legal representatives, juveniles, co-workers and the general public cooperatively and professionally.
- Ability to gather information, synthesize data, prepare reports and maintain records.
- Ability to appropriately restrain a juvenile whose behavior is harmful to self or others.
- Skilled at problem solving with the capacity to communicate proposed solutions
- Strong written and verbal communication skills