



# PORTAGE COUNTY OHIO

## POSITION AVAILABLE

### OPEN TO EMPLOYEES AND GENERAL PUBLIC

JOB TITLE:	Assistant Shift Supervisor
POSTING DATE:	Tuesday, November 11, 2022
CLOSING DATE:	Until Filled

DEPARTMENT: Portage-Geauga County Juvenile Detention Center  
ADDRESS: 8000 Infirmary Road, Ravenna, Ohio 44266  
HOURLY WAGE: \$25.00 per hour

#### MINIMUM QUALIFICATIONS:

Bachelor's Degree in criminal justice or a related field; one (1) year related experience; valid Ohio Driver License. Preferred: Supervisory experience in a secure institutional or residential setting. Experience directly related to the position may be substituted for educational requirements; likewise, education may be substituted for experience.

#### JOB DESCRIPTION:

The Assistant Shift Supervisor's primary job responsibility is to provide support to the Shift Supervisor in managing and supervising the daily operations of the Detention Center. The incumbent supervises and evaluates Detention Center operations and service delivery plans related to secure detention to ensure compliance with established policy, procedure, and practice.

#### Essential Skills:

- The ability to monitor, manage, control, and direct adolescent behavior;
- The ability to de-escalate stressful situations and identify problem resolution;
- The ability to demonstrate effective oral and written communication skills;
- The ability to coordinate and direct activities and programs: Ability to assess program effectiveness and make temporary assignments, program changes, and changes in schedules to maintain the efficient operation of the Detention Center;
- The ability to monitor employee performance to ensure compliance to standards, policies, procedures, and practices;
- Strong leadership skills: Responsible for the performance of staff, providing ongoing supportive supervision, coaching, and counseling, as well as performance review and evaluation.

#### HOW TO APPLY:

- The county application form is required when applying for this position.
- You must demonstrate on the application how you meet the minimum qualifications.
- Applications can be downloaded from the county website:  
<https://www.co.portage.oh.us/human-resources/pages/job-opportunities> or picked up on the 7<sup>th</sup> floor of the administration building.
- Mail applications & résumés to: **Portage-Geauga County Juvenile Detention Center, ATTN: Superintendent, 8000 Infirmary Road, Ravenna, Ohio 44266.**

**NO PHONE CALLS**

**PORTAGE COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER (EOE)**