



POSITION AVAILABLE:

SHIFT SUPERVISOR

POSTING DATE:	Thursday, November 17, 2021
DEADLINE TO APPLY:	Open until filled
DEPARTMENT:	Juvenile Detention Center
LOCATION:	8000 Infirmary Rd. Ravenna, OH
WORKING HOURS:	Will be assigned to any of the 3 shifts
STARTING SALARY:	\$25.46/hour
FLSA STATUS:	Non-exempt

The Portage-Geauga County Juvenile Detention Center is accepting applications for Shift Supervisor. Seeking an excellent candidate to provide support to the Superintendent 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.

Job Standards: Bachelor's Degree in criminal justice or a related field is required, along with three (3) years related experience. Supervisory experience in a secure institutional or residential setting is preferred. Must have a valid Ohio driver's license. Experience directly related to the position may be substituted for educational requirements; likewise, education may be substituted for experience.

Equipment: Incumbent uses the following equipment: motor vehicle; computer; printer; copier; fax machine; weather band alert radio; restraining devices; and two-way radios.

Critical Skills/Expertise:

- Ability to communicate effectively, both orally and in writing.
- Ability to prepare, review, and critique various reports.
- Knowledge of computers, including proficiency with Microsoft Word, Excel, and PowerPoint.
- Knowledge of fundamentals of interviewing and investigation techniques.
- Knowledge of de-escalation / intervention techniques.
- Understanding of group dynamics and problem solving.
- Ability to provide supportive supervision, coaching, and counseling.
- Strong leadership skills.

Work involves computer tasks; relatively standardized tasks; processes and operations following established laws, standards, policies, procedures, and practices. Incumbent must comply with all laws, standards, policies, procedures, and practices.

ESSENTIAL JOB FUNCTIONS:

- Provides supervision for residents and staff, ensuring communications between groups/ departments.
- Monitors employee performance and ensuring compliance to standards, policies, procedures, and practices.
- Responsible for the performance of staff, providing ongoing supportive supervision and training. Responsible for performance review and evaluation.
- Makes general decisions regarding the day-to-day operations of the facility, including decisions regarding the admission of residents.

HOW TO APPLY:

- **THE COUNTY APPLICATION FORM IS REQUIRED** WHEN APPLYING FOR THIS POSITION.
- APPLICATIONS CAN BE DOWNLOADED FROM THE COUNTY WEBSITE: <https://www.portagecounty-oh.gov/human-resources/pages/job-opportunities>
- MAIL OR EMAIL THE REQUIRED COUNTY APPLICATION, RESUME & COVER LETTER TO:
PORTAGE-GEAGUA JUVENILE DENTITION CENTER
ATTN: SUPERINTENDENT
8000 INFIRMARY RD.
RAVENNA, OH 44266
EMAIL: JDC-HR@PORTAGECO.COM
NO PHONE CALLS, PLEASE

PORTAGE COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER (EOE)