

LORAIN/MEDINA COMMUNITY BASED CORRECTIONAL FACILITY

Job Description

Operations Supervisor

Reporting relationship:	Position reports to Operations Director
Work schedule:	Varying work hours, including weekends and evenings are required.
Date established:	April-22
Date revised:	
Description:	Salaried Position, Exempt, Non-classified

Summary of Duties & Responsibilities:

Overview-

Under the direct supervision of the Operations Director and the general supervision of the Executive Director, the Operations Supervisor is directly responsible for Operations staff supervision and training; facility operations, including but not limited to the following functional areas: staff supervision, staff training, security and safety, recreation, drug testing, and sanitation. Will perform other related duties as required. This position will be scheduled to work on weekends and may be required to work evenings on a regular basis.

I. Staff Supervisory Duties:

1. Oversees Operations shift to ensure the smooth and efficient flow of activities.
2. Supervises Resident Advisor I, Resident Advisor II, and Operations Coordinator staff.
3. Under the direct supervision of the Operations Director, defines expectations and evaluates performance of employees under his/her direct supervision to encourage and promote employee growth and maximize services rendered.
4. Participates in staff hiring process.
5. Assists Operations Director in development of probationary, special and annual job performance evaluations on employees supervised within established time limits.
6. Defines expectations and evaluates duty performance of assigned employees; advises the Operations Director regarding disciplinary matters and administers employee discipline as directed; encourages and promotes employee growth.
7. Understands and practices procedures relating to personnel as defined in agency policy & procedure manuals.

II. Staff Training Duties:

1. Trains new Resident Advisors through direct contact, review of policies and procedures, and other training materials. Participates and provides training according to training plan/training committee.
2. Provides monthly training to Operations staff.
3. Provides supplementary training of Operations staff as necessary as determined by evaluation or job performance review.
4. Participates in training of Programming staff as determined by the Training Committee.
5. Participates on Training Committee.

III. Operational Duties-

1. Ensures that security, safety and sanitation policies and procedures are clearly understood and adhered to by subordinates and residents.
2. Is responsible for shift supervisory duties, as established by agency policy, when scheduled.
3. Reads the facility log on a daily basis. Makes log entries in facility log as necessary. Is responsible for ensuring Resident Advisor staff utilize facility log as required.
4. Participates in shift briefing when responsible for Shift Supervisor duties.
5. Ensures that visual head counts, isolation checks, facility shakedowns, and resident searches are conducted according to established procedures. Documents all said activities.
6. Consistent with contraband control policies, is responsible for screening, inspecting, and dispersing resident mail and packages according to agency policy and within resident constitutional rights.
7. Assist in conducting and documenting monthly fire drills and other emergency drills.
8. Strictly adheres to key control system as established by agency.
9. Ensures weekly inspections of the facility are conducted and documented to ensure facility is kept clean, orderly and in good repair. Weekly inspections shall be completed in conjunction with the Operations Director.
10. Assists in the conducting and documenting of weekly inspections of facility to ensure facility is kept clean, orderly and in good repair. Weekly inspections shall be completed in conjunction with the Operations Director.
11. Supervises housekeeping plans. Assigns housekeeping duties to residents on a rotation basis, ensuring both staff and residents understand responsibilities inherent with each assignment. Supervises, directs and evaluates residents when completing certain household assignments. Obtains evaluations from staff for household assignments completed under their supervision. Adheres to agency policy and procedures regarding supervision of resident use of tools, supplies, and equipment which may or may not be hazardous.
12. Conducts, documents and coordinates with designated staff to ensure that the inventory of cleaning supplies are available for housekeeping assignments. Also ensures that supplies are stored properly and utilized according to policy.
13. Submits request for purchases of all recreational supplies to the Operations Director.
14. Oversees handling, documentation and storage of resident property according to established policy and procedure.

IV. Resident Monitoring:

1. Maintains an atmosphere conducive to agency philosophy and humane living conditions.
2. Be aware of resident program plans and assists residents in working toward completion of contractual objectives.
3. Oversees Lorain/Medina Community Based Correctional Facility recreational program, develops structure/schedule use of leisure time by residents. Conducts a periodic review of

community recreational resources and maintains a directory of same. Coordinates the scheduling of additional staff needed to supervise and provide transportation for special activities. Documents all activities regarding these matters per agency policy.

4. Supervises in-house urinalysis program according to established procedures. Trains staff in same.
5. May be required to monitor resident business calls (i.e., to attorney, clergy, prospective employer, off-site counselor, etc.).

V. General Duties-

1. Understands and adheres to policy and procedural requirements of Lorain/Medina Community Based Correctional Facility.
2. Maintains strict confidentiality with respect to all information obtained and processed in the operation of the Lorain/Medina Community Based Correctional Facility.
3. Assists the Executive Director, Program Director and the Operations Director in the on-going analysis of facility operations, development of annual budgets, and goals and objectives.
4. Responds in person, when required, to any problems and/or emergencies at the facility in a timely manner, regardless of hour. May require both responses in person or by phone.
5. Responsible for handling crisis situations within the facility, calling for assistance when needed and documenting all such incidents per agency policy.
6. Meets with Operations Director on a regular basis for mutual exchange of work-related current events. Coordinates with appropriate Program staff on an "as needed" basis to address resident/facility needs. Meets with employees under his or her supervision on a daily basis for mutual exchange of current events relative to the general operation of the Lorain/Medina Community Based Correctional Program and to share information relative to their specific areas of responsibility. Participates in scheduled operations meetings, team meetings, and/or other meetings as required.
7. Works with the Operations Director to continuously upgrade the effectiveness and efficiency of resident transportation, correctional supervision, recreation, visitation, housekeeping and other areas of responsibility.
8. Utilizes audio-visual equipment on an as-needed basis. Maintains general knowledge of equipment and its use. Notifies Operations Director of equipment malfunction, tampering and supply needs.
9. Completes a minimum of forty (40) hours of in-service training per year. Participates in seminars and continuing education programs when appropriate and feasible.
10. May be required to provide transportation assistance to residents.
11. Be energy conscious and emphasize conservation.
12. Must know, understand, and apply C.B.C.F. program CBT ideologies.
13. Must internalize and support the program as a positive adult role model.
14. Must convey a strong interest in being involved in offender rehabilitation.

Note- This job description shall in no way be construed as a limitation on the authority of supervising personnel to assign tasks which are not listed in the job duties section to employees under their direct

or indirect supervision.

Minimum requirements-

Education	Bachelor's Degree from an accredited College or University in the area of behavioral science, criminal justice, government, law, public administration or a related field; or high school diploma with significant correctional experience.
Experience	Working experience in a correctional facility for adults. Working knowledge of minimum ODRC and ACA standards from State of Ohio.
Skills	Ability to recognize abnormal conditions and take appropriate action. Ability to physically engage with residents who are acting in a physically aggressive manner. Ability to demonstrate the physical strength with which to lift up to fifty pounds. Ability to maintain records and prepare routine reports. Ability to work under stressful and demanding conditions. Working knowledge of vehicle safety practices and procedures. Skilled in oral and written communication. Ability to plan, organize and direct work of subordinates. Ability to schedule daily, weekly and monthly work.

Note- Employee is required to maintain current First Aid and Adult CPR/AED certification. Failure to do so may result in disciplinary action being taken up to, and including, termination.

Automobile, automobile liability insurance, and an acceptable driving record is required. Valid Ohio operator's permit required.