

# LORAIN/MEDINA COMMUNITY BASED CORRECTIONAL FACILITY

## Job Description

### Operations Coordinator

Reporting relationship: Position reports to Operations Director

Work schedule: Varying work hours, including weekends and evenings are required.

Date established: January-07

Date revised: 5/4/09

Salaried Position.

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### Summary of Duties & Responsibilities:

#### Overview-

Under the supervision of the Operations Director, the Operations Coordinator is directly responsible for the housekeeping services, recreation activities and visitation privileges; supervises urine collections; monitoring residents and facility for security, safety and sanitation violations; performs other related duties as required.

#### I. Staff Supervisory Duties:

1. Oversees Operations shift to ensure the smooth and efficient flow of activities.
2. Supervises Resident Advisor I staff members.
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. 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.
7. Defines expectations and evaluates duty performance of assigned employees; holds employees accountable for their actions; encourages and promotes employee growth.
8. Understands and practices procedures as defined in agency policy & procedure manuals.

#### II. Resident Monitoring:

1. Maintains an atmosphere conducive to agency philosophy and humane living conditions.
2. Be aware of resident treatment/habilitation plans and needs, 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 registration and clearance for clergy, attorney-of-record, family and friends to visit residents.
5. Supervises in-house urinalysis program according to established procedures. Trains staff in same.
6. May be required to monitor resident business calls (i.e., to attorney, clergy, prospective employer, off-site counselor, etc.).
7. Responds in person, when required, to any problems and/or emergencies at the facility in a timely manner, regardless of hour.
8. Responsible for handling crisis situations in program, calling for assistance when needed and documenting all such incidents per agency policy.
9. Coordinates resident household duties, recreation, and visitation schedules with treatment/habilitation program staff.
10. Ensures that assigned duties are completed.

## II. 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 log book on a daily basis. Makes log entries in log book as necessary. Is responsible for ensuring Resident Advisor staff utilize log book as required.
4. Prepares and distributes shift briefing when responsible for Shift Supervisor duties.
5. Conducts or supervises the conducting of visual head counts, isolation checks, facility shakedowns, and resident searches 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 guidelines.
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 dorm areas 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 ensures 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. Establishes arrangements for facility vehicle safety inspections, documenting same per agency policy.
15. Exchanges information with on-coming and departing shifts.

### III. 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. Maintains accurate and thorough files of information for documentation necessary for reports which can be utilized by the Executive Director in the development of an annual budget and annual report.
4. 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.
5. Supplements facility coverage.
6. Subject to being called into work at any time due to emergency situations and/or coverage needs.
7. Meets with Operations Director on a frequent basis for mutual exchange of work-related current events. Meets with appropriate treatment and habilitation staff on a daily basis to coordinate resident transportation and other scheduling 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.
8. 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.
9. 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.

10. Completes a minimum of forty (40) hours of in-service training per year. Participates in seminars and continuing education programs when appropriate and feasible.
11. May be required to provide transportation assistance to residents.
12. Be energy conscious and emphasize conservation.
13. Must know, understand, and apply C.B.C.F. program CBT ideologies.
14. Must internalize and support the program as a positive adult role model.
15. 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	Associate'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 five years correctional experience.
Experience	Working experience in a correctional facility for adults. Working knowledge of minimum DRC and ACA standards from State of Ohio.
Skills	<p>Ability to recognize abnormal conditions and take appropriate action.</p> <p>Ability to maintain records and prepare routine reports.</p> <p>Ability to work under stressful and demanding conditions.</p> <p>Working knowledge of vehicle safety practices and procedures.</p> <p>Skilled in oral and written communication.</p> <p>Ability to plan, organize and direct work of subordinates.</p> <p>Ability to schedule daily, weekly and monthly work.</p>

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.