



JOB POSTING
Shift Supervisor Position Available
Hours as scheduled
Starting Salary: \$33,000

Description

The Shift Supervisor shall provide supervision for Youth Attendants providing direct care and program services to the residents of the Juvenile Center on designated shifts. The Shift Supervisor must also ensure that the Juvenile Center operates according to its policies and procedures. The Shift Supervisor must obtain 120 hours of training during his/her first year of employment and 40 hours each year thereafter.

Requirements

- Must be a United States citizen or legally eligible to work in the U.S.
- Must be at least 21 years of age
- Must not have a criminal background
- Must pass a background check through the Department of Child Services
- Must pass a background check through the National Sex and Violent Offender Registry
- Must have a valid driver's license
- Must pass a physical examination
- Must pass a mandatory drug test

Responsibilities

- Maintain a safe and secure environment
- Provide supervision for Youth Attendants
- Operate the Control Room
- Oversee admission/release of juveniles
- Maintain accurate documentation on a daily basis
- Transport juveniles to court and appointment when necessary
- Physically restrain and secure disruptive/violent youth
- Maintain communication with other staff members, probation officers, caseworkers, attorneys, law enforcement and juveniles' families
- Respond to emergency situations as necessary
- Attend staff meetings and meet all training requirements

Applications may be obtained from the Dearborn County Juvenile Center. Applications may be submitted to the Dearborn County Juvenile Center.

You may email to tagner@dearborncounty.in.gov