**Delaware County**

**JO**

This document is used to provide a basic description of essential duties and other work elements

|  |  |
| --- | --- |
| **Job Title:** Home Detention Supervisor | |
| **Department:** Community Corrections | **Position Fund Account No.:** |
| **Division:** Home Detention | **Job Category:** POLE |
| **Work Schedule:** 8:30 a.m. – 4:30 p.m., M-F 6:00 p.m. on TH | **Job Grade:** C |
| **Reports to:** Executive Director | **Status:** Full-time |
| **FLSA Status:** Non-exempt (OT eligible) | **Effective Date:** May 2007  **Re-evaluation Date:** |

**To perform this position successfully, an individual must be able to perform each essential function of the position satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. Delaware County provides reasonable accommodations to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job unless the accommodation would present an undue hardship.**

Incumbent serves as Home Detention Supervisor for the Delaware County Community Corrections Department, responsible for providing direct supervision of all Home Detention personnel.

# DUTIES:

Provides direct supervision of all Home Detention personnel, including providing orientation and training, ensuring completion of tasks, evaluating performance, maintaining discipline, and planning and delegating duties.

Prepares written reports outlining offender progress to the courts and referring agencies. Conducts client intake.

Tracks inventory and maintenance of Home Detention monitoring equipment and supplies.

Communicates any operational, programmatic, or employee performance issues to the employees and Executive Director.

Reports violations and progress of Home Detention clients to the courts, testifying at court proceedings as required.

Provides local court and law enforcement agencies with a list of current Home Detention clients.

Addresses major violations, such as Drug and Alcohol violations, including filing reports with appropriate law enforcement agencies regarding escapes/thefts.

Participates in administrative hearings for Home Detention clients.

Maintains Home Detention, Community Transition, and statistics and provides quarterly data to Financial Manager.

Performs other related duties as assigned.

# JOB REQUIREMENTS AND DIFFICULTY OF WORK:

High school diploma or HSE required. Previous experience as Community Corrections field officer and/or law enforcement preferred.

Must be at least 21 years of age.

Ability to meet all hiring and retention requirements including background check and drug screen.

Possession of or ability to obtain and maintain Indiana Risk Assessment System (IRAS) certification.

Working knowledge of standard English grammar, spelling, and punctuation with ability to prepare correspondence and detailed reports.

Working knowledge of and ability to properly operate and maintain assigned Department vehicles, equipment, and weapons, including computer, handgun, breathalyzer, and drug/narcotic identification kit.

Ability to supervise assigned staff including senior field officers and field officers, providing orientation and training, ensuring completion of tasks, evaluating performance, maintaining discipline, planning/delegating/assigning duties.

Ability to protect oneself from contracting infectious diseases by avoiding high risk environments and having knowledge of and utilizing universal health precautions.

Ability to deal swiftly, rationally and decisively with potentially violent individuals in precarious situations and take authoritative action applying appropriate discretion and common sense.

Ability to obey all written and verbal orders and directives from superiors.

Ability to work alone with minimum supervision and with others in a team environment and ability to work on several tasks at the same time, often under time pressure.

Ability to apply knowledge of people/locations and plan and layout assigned work projects. Ability to prioritize tasks and prepare detailed reports or summaries.

Ability to read, understand, memorize, retain, and carry out written or oral instructions and present findings in oral or written form.

Ability to compute, calculate, count, and perform simple arithmetic calculations. Ability to use data to analyze, evaluate, observe, diagnose, and investigate.

Ability to provide public access to or maintain confidentiality of Department information and records according to State requirements.

Shall comply with all employer and Department policies and work rules, procedures, and job tasks, including, but not limited to, attendance, safety, drug-free workplace, personal conduct, and not posing a direct threat to the health and safety of other individuals in the workplace.

Ability to competently serve the public with diplomacy and respect, including occasional encounters with irate or hostile persons.

Ability to effectively communicate orally and in writing with co-workers, other County

departments, other counties’ law enforcement agencies, mental health providers, non-profit organizations, schools, attorneys, clients’ family members and employers, and the public, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.

Ability to testify in legal proceedings and court.

Ability to work extended, irregular, evening, and weekend hours, travel out of town, sometimes overnight, for training, respond to emergencies on a 24-hour basis, and serve on 24-hour call on a rotation basis.

Possession of a valid driver’s license and demonstrated safe driving record.

# RESPONSIBILITY:

Incumbent works according to standard department policies and procedures and standard practices of the profession, exercising judgment in administering division operations and supervising personnel. Incumbent refers to supervisor in unusual or unprecedented situations, such as policy interpretations, unclear legal codes or problems with clients. Work is primarily reviewed for soundness of judgment, attainment of objectives, accuracy and completeness, and compliance with legal requirements.

Work errors are primarily detected or prevented through supervisory review. Undetected errors could result in endangerment to self or others.

# PERSONAL WORK RELATIONSHIPS:

Incumbent maintains contact with co-workers, other County departments, other counties’ law enforcement agencies, mental health providers, non-profit organizations, schools, attorneys, clients’ family members and employers, and the public, for the purpose of exchanging information and rendering services.

Incumbent reports directly to Executive Director.

# PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent performs duties in a standard office environment, involving sitting for long periods, sitting/walking at will, lifting/carrying objects weighing less than 25 pounds, bending, reaching, crouching/kneeling, keyboarding, close/far vision, color/depth perception, speaking clearly, hearing sounds/communication, and handling/grasping/fingering objects. Incumbent maintains considerable contact with offenders and may be exposed to irate/hostile individuals and/or physical violence. Incumbent may be required to wear protective clothing and/or equipment, such as a bulletproof vest. Incumbent occasionally works irregular, evening and/or weekend hours and occasionally travels out of town for training/conferences, sometimes overnight.

Incumbent serves on-call and responds to emergencies on a 24-hour basis.

# APPLICANT/EMPLOYEE ACKNOWLEDGEMENT

The job description for the position of Home Detention Supervisor for the Delaware County Community Corrections Department describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description, and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions. The above job description covers the most significant duties to be performed, but does not exclude other occasional work projects or duties as assigned by supervisors.

Is there anything that would keep you from meeting the job duties and requirements as outlined? Yes No

Approved by Human Resources Director: Date

Supervisor Signature Date

Reviewed with Employee Date

Employee’s Signature (Printed Name) Date

Signed copy to : Human Resources(Original) Supervisor