



POSITION AVAILABLE:

Assistant Shift Supervisor

POSTING DATE: Thursday, December 23, 2021
DEADLINE TO APPLY: Open until filled
DEPARTMENT: Juvenile Detention Center
LOCATION: 8000 Infirmary Rd. Ravenna, OH
WORKING HOURS: 8am-8pm or 8pm-8am, every other weekend off
STARTING SALARY: \$20.01/hour
FLSA STATUS: Non-exempt

The Assistant Shift Supervisor's primary job responsibility is to provide support to the Shift Supervisor 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, procedure, and practice.

MINIMUM QUALIFICATIONS:

Bachelor's Degree in Criminal Justice or a related field; one year related experience; valid Ohio driver license. Preferred: Supervisory experience in a secure institutional or residential setting. Experience directly related to the position may be substituted for educational requirements; likewise, education may be substituted for experience.

EXAMPLE OF DUTIES:

The ability to monitor, manage, control, and direct adolescent behavior. The ability to de-escalate stressful situations and identify problem resolution. The ability to demonstrate effective oral and written communication skills. The ability to coordinate and direct activities and programs: Ability to assess program effectiveness and make temporary assignments, program changes, and changes in schedules to maintain the efficient operation of the Detention Center. The ability to monitor employee performance to ensure compliance to standards, policies, procedures, and practices. Strong leadership skills: Responsible for the performance of staff, providing ongoing supportive supervision, coaching, and counseling, as well as performance review and evaluation.

For full job description, click [HERE](#)

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 DETENTION 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)