
Job Description

RESPONSIBILITIES:

- Reports to the Program Director
- Oversee all resident safety and security while on shift
- Maintain positive and professional rapport with resident community
- Maintain an accurate count of residents in your care at all times
- Conduct scheduled and non-scheduled counts
- Participate in pre/post shift debriefings
- Prepare written reports (Incident Reports, Statements, etc.)
- Oversee inventory and ordering of supplies
- Assist with admission and discharge of offenders
- Participate in disciplinary hearings
- Investigate incidents and report findings to the Supervisor
- Responsible for urine collection and testing
- Conduct facility and offender searches
- Review changes to facility policies and procedures
- Transporting offenders to and from work sites or outside appointments
- Confront and discipline resident behavior problems and provide rewards for positive behaviors
- Process resident request forms
- Relay pertinent information up and down chain of command
- Process offender mail
- Processing and discharging offender property
- Maintaining facility cleanliness
- Maintaining annual training requirements
- Maintain daily logs (i.e. duty log, ra log etc.).
- Recording resident behaviors, movement and control
- Oversee resident orientation class

Job Types: Full-time, Part-time