



Resident Supervisor

Department: PRC

Revised: August 21, 2023

DESCRIPTION

Major functions include maintenance of security, supervising residents in and out of facility and the monitoring of residents' treatment plans. Individual is under direct supervision of the Pre-Release Manager. Work is done on a rotating shift either alone or sharing the workload. The general responsibilities involve enforcing rules and regulations, maintaining order and discipline, crisis intervention and ensuring that residents attend scheduled appointments (treatment and medical). Responsibilities also include the operation and inspection of security devices, written reports for violations of program rules, supervising resident activities including recreation and visitation. In order to balance the security needs of the Pre-Release Center and the privacy rights of the residents, the job may be gender restricted as set forth in the Post Orders and Job Posting.

SPECIFIC DUTIES

- Supervise residents and enforce rules of conduct by roaming living quarter and dayrooms; supervises outside recreation; conducts outside perimeter checks; supervises work release and work crew returns to the facility; and conducts visits to the resident's worksites.
- Transports and escorts individuals or groups of residents to community agency appointments and medical appointments.
- Maintains accountability of residents at all times.
- Searches dayrooms, living quarters, halls, outside grounds, perimeters and recreation areas for contraband and security violations.
- Submits written reports including Special Incident Reports of violations and misconduct, reports from employers, resident injury reports, etc.
- May be required to physically suppress "acting out" behavior of residents.
- Monitors distribution of prescribed and over-the-counter medication, cleaning and sanitation supplies, mail and linen to residents.
- Process commissary orders, verifies deliveries.
- Conducts orientations for new residents.
- Conducts background checks for visitor lists.
- Performs all body searches (strip searches and pat downs), and conducts Alco-Sensor tests.
- Performs all other security duties as assigned.

SUPERVISORY RESPONSIBILITIES: N/A

WORKING CONDITIONS

Work requires exposure to disagreeable or unpredictable conditions due to hazard of direct daily contact with sentenced offenders and some physical effort. There is some potential for danger.

HOURS: 40 HOURS WEEKLY – VARIED – 24 HOUR SCHEDULE

JOB REQUIREMENTS

- Requirements include a High School Diploma and preferred one (1) year related experience.
- Knowledge of Federal, State, and County laws as they relate to incarcerated individuals.
- Knowledge of department directives in post orders, policy & procedure manual, and Code of Ethics.
- Knowledge of techniques of handling inmates and precautionary measures used in escorting and supervising inmates.
- Knowledge of typical behavior patterns of incarcerated individuals.
- Ability to supervise the activities of minimum-security inmates.
- Ability to write complete and concise reports.
- Ability to deal with situations requiring tact, diplomacy, understanding, fairness, firmness, and good judgment.
- Basic bookkeeping and computer skills required.
- Ability to remain alert at all times and react quickly in emergency situations.
- Ability to establish and maintain effective working relationships with residents and associates.
- Skill in operation of two-way radio, Emit-st detection machine, Alco-sensor and Alco-check.
- Valid Pennsylvania Driver's license and a safe driving record.
- Must be able to pass pre-employment background check and drug screening, as required by Lycoming County.
- Must attend Pennsylvania Department of Corrections Academy in Elizabethtown, PA.
- Staff who attend the PADOCA Training academy are required to reimburse Lycoming County for the cost of the PADOCA Academy if they leave Lycoming County employment before completing 24 months of continuous employment.
- May be required to work overtime.

Company Description

County of Lycoming is a county in the U.S. Commonwealth of Pennsylvania and comprises the Williamsport Metropolitan Area. Lycoming is Pennsylvania's largest county by area and is a great place to live and work, offering outdoor adventures, history and culture, and sporting events.

Providing quality customer service to our citizens, business owners and visitors is County of Lycoming's top priority and that starts with our employees.

We offer an award-winning comprehensive benefits package, including generous paid holidays and vacation, a deferred benefit retirement plan, deferred compensation retirement plan availability, affordable medical and dental coverage, innovative wellness programs, extensive professional development opportunities, and more.

County of Lycoming is an Equal Opportunity Employer