



LAKE COUNTY GOVERNMENT CENTER

2293 NORTH MAIN STREET

CROWN POINT, IN 46307

**(Internal/ External)**

**Department: Lake County Community Corrections**

Position: Women's Residential Program Supervisor

Classification: Full-time

FLSA: Non-Exempt

Reports to: Assistant Chief of Custody

Requirements:

- **Lifting:** must be able to lift/move 25 lbs.
- **Walking:** must be able to walk sufficiently to carry out tasks (i.e., emergency response, care of environment).
- **Grasping/Dexterity:** must have sufficient dexterity to carry out tasks (i.e., emergency response, care of environment).
- **Standing:** must be able to stand for sustained periods of time, at least 1 hour.
- **Sitting:** must be able to sit for sustained periods of time, at least 2 hours.
- **Talking:** must be able to express ideas by means of spoken work in a manner that can convey detail to coworkers, participants and the public.
- **Hearing:** must be able to receive detailed information through oral communication. Also must be able to hear and respond to participant or staff and hear safety alarms.
- **Repetitive Motion:** must have substantial range of motion and coordination in limbs so as to respond to safety needs as well as usual clerical and participant needs.
- **Cognitive:** must have the ability to plan and perform activities related to this position, to understand policies and procedures and implement such in a manner that demonstrates good judgement, to work independently, to modify work appropriately, to respond to changes in priorities and meet high level intellectual, mental and cognitive demands.

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Updated  
May 2022

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**Purpose of Position/ Summary:** Supervise offenders assigned to the Women's Residential Program. Directly responsible for participants in the Women's Residential Program.

**Essential Duties/Responsibilities:**

- Must be on call 24 hours a day.
- Responsible for the day-to-day operations of the Women's Residential Program.
- Assist with supervision of custody officers
- Assign rooms and totes.
- Coordinate programming and services on the female unit.
- Assist with development and maintenance of procedures and policies of the Women's Residential Program.
- Assist with drug testing as needed.
- Assist with security coverage as needed.
- Represent program to contracting agencies, funding sources and other criminal justice and social service agencies.
- Conduct resident meetings.
- Gather, address and forward informal complaints to chain of command.
- Provide officers gender and trauma informed awareness coaching.

**A. Case Management (Reports to Case Management Coordinator)**

- Determine frequency of case management meetings based on level of risk and need (high risk meet more, low risk meet less).
- Utilize cognitive behavioral strategies and motivational interviewing techniques.
- Develop, implement and continuously modify case plans based on criminogenic risk and needs.
- Target interventions to criminogenic needs and integrate necessary treatment/services into case plan.
- Identify and reinforce participant prosocial attitudes and beliefs.
- Teach problem-solving skills using practice sessions to enhance skill building.
- Assist participants in adhering to case plans by setting up appointments, arranging transportation or providing other support.
- Review and report progress of all participants to measure and document individual change.
- Communicate with the courts and testify whenever necessary.
- Provide ongoing feedback regarding progress to participants.
- Apply internal incentives and sanctions for compliant/non-compliant behavior.
- Participate in peer review.
- Intake and discharge participants pursuant to court order.
- Meet with participants for regularly scheduled progress reports and counseling sessions.
- Arrange all services and monitor participants to ensure compliance with program rules.
- Make scheduled home visits and telephone contacts based on criminogenic risk and needs.
- Monitor any medical, psychological, mental health treatment, counseling or any other treatment approved by the court.
- Determine the frequency of drug testing.
- Serve as liaison with all community-based organizations and service providers.
- Conduct IRAS assessments on all participants when necessary.

- Meet with offenders' families and support groups.
  - Ensure participant fees are paid.
  - Conduct exit interviews of all soon to be discharged participants and refer to follow-up services as necessary or requested. Prepare release/discharge reports.
  - Perform data entry of participant data relating to schedule changes.
  - Collect and compile data and submit reports as required by your supervisor.
  - Consult and meet with service providers regarding offender progress.
  - Must be on call 24 hours a day.
- B. Other
- Work with electronic monitoring vendor to ensure schedules are entered and accurate.
  - Review participant's movement and activities.
  - Make recommendations regarding the reliability of electronic equipment and whether any problems occur in supervising offenders.
  - Report any damage or concerns to the electronic monitoring vendor and supervisor.
  - Coordinate field assignments with Field Officers.
  - Continuously seek innovative ways to improve agency operations.
  - Attend and participate in professional development opportunities/training as directed by Executive Director.
  - Any other tasks assigned by chain of command.

**MANDATORY HIRING REQUIREMENTS:**

- Bachelor's degree from an accredited university with a concentration in human services or criminal justice or 10 years related experience.
- Two years related experience in human services and/or behavioral change fields such as counseling preferred.
- Certification in Effective Communication and Motivational Strategies (ECMS) preferred.
- Maintain a current CPR/AED certification.
- Compliance of Prison Rape Elimination Act (PREA) to all Job descriptions
- Proficient in computer data input.
- Ability to maintain flexible work hours, to be called to work on very short notice and to work under changing priorities.
- Ability to work with staff and offenders of diverse backgrounds.
- Willingness to travel, attend overnight events and work non-traditional hours as needed.
- Willingness to assist in areas outside of regular job duties, including temporary transfer of position.
- Ability to handle stressful situations.
- Must maintain a high degree of professionalism and confidentiality.
- Must possess valid Indiana driver's license.

**All Resumes and applications must be sent to Lake County Human Resources**

**2293 North Main St.**

**Crown Point, IN 46307**

**\*\* Applications are located on the 3<sup>rd</sup> floor of Government Center in the Human Resource Office.**