



1st Judicial District
Department of Correctional Services
Notice of Open Position

Job Title:	RESIDENTIAL SUPERVISOR	Classification #:	60815
		Position Type:	Full-Time
Locations:	Dubuque Residential Facility 1494 Elm Street, Dubuque, Iowa	Work Schedule:	Normally Monday through Friday, 8:00 AM to 5:00 PM with evenings, weekends and on call responsibilities
Pay Scale/Grade:	000/32	Annual Salary Range:	\$63,481.60 - \$98,196.80
HR Contact:	Lori Fox 319-292-1283	Date Posted:	04/13/2023
Job Information Contact:	Wendy Lyons 563-585-5267	Posting Expires:	04/23/2023

Internal Applicants:	Complete Reassignment Application Google Form before posting expires: Link
External Applicants:	Complete application located at Department Website: www.firstdcs.com

Please follow these instructions for application process:

Applications Accepted By:	
EMAIL: <i>lori.fox@iowa.gov</i>	<i>Complete and Submit the Application as listed above and email to Lori Fox, before posting expires.</i>

BENEFITS:	
STATE OF IOWA BENEFITS:	<ul style="list-style-type: none">● <i>Health Insurance, Dental Insurance, & Life Insurance</i>● <i>Long-Term Disability</i>● <i>Flex Spending Accounts</i>● <i>IPERS Retirement Benefits & Deferred Compensation Accounts</i>● <i>Vacation & Sick Accruals</i>● <i>Paid Holidays</i>

Posting Information

QUALIFICATIONS, EDUCATION AND JOB DESCRIPTION – SEE BELOW

This Department is an Equal Opportunity/Affirmative Action Employer.

Approved By:	Ken Kolthoff, District	Director	Date:	04/13/2023
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IOWA DISTRICT DEPARTMENTS OF CORRECTIONAL SERVICES

#60815

RESIDENTIAL SUPERVISOR

GENERAL STATEMENT OF DUTIES:

Supervises a group of workers within a community corrections facility. Reports to and receives direction from the Residential Manager. Performs related work as required.

DISTINGUISHING FEATURES OF THE CLASS:

The Residential Supervisor supervises a group of Residential Officers, Probation/Parole Officers, or a combination of these classes, in a facility which is too large for all employees to be directly supervised by the Residential Manager. The Supervisor may also assist the Residential Manager in other matters such as client fund accounting, food service provision, and/or assuring proper maintenance of the facility.

EXAMPLES OF WORK: (illustrative only)

Assigns and monitors pending work to assure that work is being completed on time.

Reviews casework reports to assure accuracy and completeness and approves necessary permissions for clients supervised by the unit.

Evaluates casework of subordinates discussing casework problems with them, and performs regular caseload audits and/or reviews of work performed.

Develops shift schedules and assigns subordinate staff to insure 24-hour coverage of the facility.

Monitors the facility's physical plant and arranges for needed repairs in order to maintain a safe environment for staff and residents.

Informs unit staff members of current policies and procedures.

Monitors work procedures for unit-making procedural changes within authority and recommends other changes as deemed necessary.

Trains new staff members in policy, custody procedures, applicable laws, availability of and use of referral agencies, and in other aspects of correctional programs.

Hires, trains, evaluates performance of, disciplines, and performs other personnel functions regarding subordinate employees.

May supervise a small caseload for counseling purposes.

Collects and reviews timesheets, expense claims, and other reports from unit employees. Prepares monthly caseload statistical reports for unit.

Maintains regular contact with clients as indicated by the appropriate assigned level of supervision and individual case requirements.

Performs accurate, complete reports of violations, progress, and other narrative and non-narrative written reports on a timely basis, and makes appropriate recommendations.

Maintains up-to-date chronological sheets and other records on all cases to assist in casework and facilitate report writing.

Maintains contact with the courts and other appropriate agencies, as necessary, to report on client behavior and makes appropriate recommendations concerning action on each case.

DESIRED KNOWLEDGES, SKILLS, AND ABILITIES:

Thorough knowledge of basic principles and practices underlying the operation of a community corrections facility. Thorough knowledge of psychology and sociology.

Thorough knowledge of interviewing techniques.

Ability to secure the cooperation of staff and residents often in difficult interpersonal relationship situations. Ability to plan, coordinate, and supervise the work of others.

Ability to make oral and written reports.

Ability to perform the essential functions of the position.

REQUIRED EXPERIENCE AND TRAINING:

Graduation from an accredited four-year college or university and two years human services experience; or Two years of college and four years human services experience; or

Two years experience as a Supervisor; or

Two years experience as a Probation/Parole Officer 3 Lead worker.

NECESSARY SPECIAL REQUIREMENT:

Ability to travel to various work sites, possession of, or ability to obtain, a valid driver's license, and ability to be insured under the district's auto insurance coverage.

ESSENTIAL FUNCTIONS

Ability to read, write, and communicate in written and oral manner in order to assign and review work and so that instructions and information are clearly understood.

Ability to interpret principles and communicate ideas to others including subordinates, supervisors and peers.

Ability to understand correctional and treatment philosophies and to make decisions and provide instructions based upon those philosophies.

Ability to maintain personal composure during high stress activities.

Ability to work cooperatively with co-workers and managers as a team member, as well as with collateral agencies and the public, in a professional and cordial manner.

Ability to travel and attend meetings required in the performance of job duties.

Ability to observe and evaluate the performance of work assignments and duties and actions of subordinate staff.

Ability to operate office equipment such as telephone, calculator, or personal computer needed to perform required job duties.

Approved

Date 1/31/08

Merrie J. Murray, Human Resources Director

Adopted June 1, 1987

Revised November, 1997

Revised January, 2008