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Human Resources Director
Vermilion County Board

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Notice of Job Vacancy

DATE: June 11, 2024

POSITION: *Assistant Supervisor*

DEPARTMENT: Vermilion County Juvenile Detention Center

TERMS OF EMPLOYMENT: Full-time

BARGAINING UNIT: Excluded

BASIC FUNCTION: See attached job description.

APPLICATION REQUIREMENTS:

- Requires Bachelor's Degree and at least six (6) months of juvenile detention/residential services employment or.
- Must be a resident of the State of Illinois within ninety (90) days of appointment.
- Must be on the employment eligibility list maintained by the Administrative Office of the Illinois Courts. Application can be found at <https://www.illinoiscourts.gov/documents-and-forms/employment-application/>

STARTING SALARY: \$ 64,079 (A Detention Officer who is already on staff may be given 10% raise on their current salary)

APPLICATION PERIODS: June 11 - 17, 2024
June 18, 2024 - until position is filled

METHOD OF APPLICATION: Send resume and application or apply in person to:

Human Resources Department
Vermilion County Administration Building
201 N. Vermilion Street, 2nd Floor
Danville, IL 61832
njboose@vercounty.org

County applications can be found at www.vercounty.org
AOIC Application can be found at www.state.il.us/court

VERMILION COUNTY JUVENILE DETENTION CENTER
ASSISTANT SHIFT SUPERVISOR
JOB DESCRIPTION

The position of Assistant Shift Supervisor requires the ability to work any of three shifts and on an as-needed basis as determined by the Director or Assistant Director. The Assistant Supervisor will assume all duties and responsibilities of the Supervisor in their absence. This position requires mandatory training on a yearly basis. The position requires dealing with detainees in a fair, firm, compassionate and consistent manner. Monitoring staff performance, evaluating staff duties and activities, and maintaining effective supervisory relationships will also be required.

Primary duties and responsibilities include the following:

Read, understand, and follow all policies and procedures in all manuals, post orders, and memoranda developed by Vermilion County and the detention center. Assist in the review of policies and procedures for annual review.

Attend and actively participate in all staff meetings and supervisory meetings.

Ensure that all log books and computer entries are kept up-to-date, enter complete and accurate notations in all log books, and read all log books, reports, and memorandums in a timely fashion. Ensure that shift-to-shift information is passed along to on-coming/off-going staff in a timely fashion.

Participate in and successfully complete all training.

Perform investigation in order to screen delinquent juveniles to determine necessity for secure detention.

Complete all in-processing and intake procedure on juveniles entering the facility. Appropriately complete all admission documents, perform strip and frisk searches on admitted detainees and conduct an orientation with juveniles.

Ensure all intake documents are completed appropriately by staff.

Ensure staff makes proper identification of all juveniles prior to release and that all appropriate release documents are completed.

Perform security, safety, and custodial care duties as assigned; perform physical plant searches; perform routine head counts on population; transport detainees for court hearings and medical appointments; and perform physical plant maintenance as needed.

Provide guidance, care, and support to detainees and facilitate constructive relationships; deal with all juveniles in a fair, firm, compassionate, and a consistent manner; treat juveniles with respect and dignity while reinforcing positive behaviors; respond to crisis situations in a safe, effective manner; observe and record behavior pattern changes in juveniles; perform head counts and supervision checks as per policy.

Plan or assist in the development and provision of programming for detainees; evaluate or assist in the evaluation of any programming; provide detainee summary reports, statistical records, etc. to administrators.

Ensure adequate staff coverage for shifts, schedules, and assignments; and monitor staff performance; develop and maintain effective supervisory relationships; assist administrators with the development of policies and procedures; maintain complete and accessible staff and statistical records; assist in orientation and training of new staff, volunteers, and interns; develop and implement programs; identify and assess staff training needs and develop in-house training presentations; assess, communicate and interact effectively and professionally with fellow staff, court personnel and collateral agencies.

Complete any other job duties as assigned.

MINIMUM QUALIFICATIONS:

Graduation from an accredited college or university with a Bachelor's Degree in the Criminal Justice field or other acceptable field of study, and 6 months or more of employment in juvenile detention / residential services.

JOB REQUIREMENTS:

Experience working with adolescents, or experience in a treatment, detention, or similar facility that provides the following knowledge, abilities, and skills:

Ability to exercise authority with firmness, tact and impartiality.

Ability to understand and carry out detailed oral and written instructions.

Ability to prepare clear and concise reports.

Ability to react quickly and calmly in emergencies.

Ability to read and interpret professional journals, technical procedures, and government regulations.

Physical strength and agility and freedom from disabling defects.

Manual ability to write reports, correspondence, etc.

Ability to physically restrain persons in the course of detention activities.

Ability to pursue individuals on foot (i.e., run) in the course of detention activities.

Ability to lift and/or move heavy objects and/or persons in the course of rescue activities.

Ability to operate a vehicle and possess a valid Illinois driver's license.

Visual ability to read written reports and correspondence.

Ability to hear and understand spoken communication with other individuals in person and while using a telephone or radio.

Ability to speak clearly enough to communicate effectively with other individuals in person and while using a telephone or radio.

Cognitive ability to exercise independent judgement and initiative.

Cognitive ability to perform complex and varied tasks.

Ability to solve practical problems and deal with a variety of situations.

Freedom from mental disorders which would interfere with performance of all duties as described.

A citizen of the United States; a resident of the State of Illinois; minimum age 21; placement on the Administrative Office of the Illinois Courts employment eligibility list; generally qualified as provided by law or rule of the Court.