



Northwest Community Corrections Center Job Description

RESIDENT SPECIALIST

This position reports directly to the Operations Manager/designee. This is a non-exempt, unclassified position.

Job Duties

The duties of this position include but are not limited to:

- Oversees all movement of offenders, including transportation.
- Performs facility security duties as well as person and property searches.
- Monitors the self-administration of residents' medication.
- Documents offender activity and behavior.
- Answers phone and greets visitors.
- Performs data entry or other clerical duties.
- May facilitate and/or co-facilitate groups.
- Participates in treatment-related meetings.
- Responsible for safety and security of all staff and visitors.
- Actively participates in any other assigned tasks.

Qualifications

- A high school diploma or two (2) years' work experience.
- Possession of a valid driver's license; must be insurable through facility insurance policy.
- Able to work weekends and holidays.
- Responsible for being on-call on periodic basis.
- Experience with Microsoft Office Suite.
- Crisis intervention experience.
- Ability to maintain records and prepare reports.
- Must be able to be contacted via telephone.

2019-07-22

NORTHWEST COMMUNITY CORRECTIONS CENTER
1740 E. Gypsy Lane Road
Bowling Green, OH 43402
Phone: 419-354-7444 1-800-281-3033
Fax: 419-354-7445