



## COMMUNITY PARTNERS IN ACTION JOB POSTING

**JOB TITLE:** SHIFT SUPERVISOR (Reviewing all shifts)  
**DATE:** March 9, 2010  
**POSTING PERIOD:** Tuesday, March 9, 2010-Tuesday, March 23, 2010  
**LOCATION:** SAGE Secured Residential Program for Boys (Hamden)  
**HIRING MANAGER:** Doreen Thompson, Complex Manager

### POSITION REQUIREMENTS:

High School diploma. Prior experience working with criminal justice clients and prior security experience helpful. Should have a general understanding and knowledge of gender specific principles, issues and needs. Must have and maintain valid CT driver's license. Must be able to work additional hours and/or overtime, as needed. Bilingual ability (Spanish/English) helpful.

### RESPONSIBILITIES:

- Supervise detainees and maintain a safe, secure, and gender responsive environment
- Maintain and complete accurate logs and forms as required
- Conduct both formal and informal counts
- Complete security checks as required
- Understand and adhere to policies, procedures, and post orders
- Monitor and supervise various detainee activities
- Maintain a professional image at all times
- Report as required any incidents or out of the ordinary activities, behaviors to a supervisor
- Assist detainees with daily issues as needed
- Remain constantly alert for any situation that may jeopardize the safety of staff, visitors and detainees
- Conduct intake/admission and detainee orientations
- Assess and evaluate client needs as required
- Follow all post orders and operation procedures
- Perform other related duties as required
- Must complete judicial training with special emphasis on dealing with assaultive behavior
- Must be familiar with universal precautions and related issues including risk of communicable diseases

**INTERCHANGEABILITY:** Perform duties of other staff as required.

**REPORTS TO:** Assistant Program Manager

Apply to: Human Resources Director  
110 Bartholomew Avenue  
Hartford, CT 06106  
Or by fax: (860) 566-8089  
Or e-mail: [resumes@cpa-ct.org](mailto:resumes@cpa-ct.org) (MS Word documents only)

*All internal applicants must complete an Internal Job Application w/ updated resume signed by current Supervisor/Program Manager*