

## **MORROW COUNTY**

## **POSITION DISCRIPTION**

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**POSITION:** WORK CREW LEAD

**DATE:** November 16, 2023

**DEPARTMENT:** COMMUNITY CORRECTIONS

**FLSA:** Non-Exempt

**REPORTS TO:** PAROLE & PROBATION SUPERVISOR

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### **SUMMARY**

The Work Crew Lead shall work to restore crime victims and promote safe and secure communities, while performing within the framework of community/balanced and restorative justice. Responsibilities are to provide care, supervision and guidance to offenders performing community service work both in secure and non-secure settings; to plan, develop and implement community service projects. Typical duties performed (but not limited to) direct supervision of offenders; managing and intervening with offender behavior, transporting in custody and out of custody offenders to community worksites, providing instruction and supervision of offenders to ensure safe and productive work experience, developing and maintaining positive working relationship with community partners. May also facilitate interactions between a wide variety of community partners including schools, public, private and non-profit agencies, attorneys, family members, and law enforcement agencies. Performs other duties as required.

### **NATURE AND SCOPE**

This is entry-level professional work requiring the application of specialized knowledge in the area of adult offenders. Work may be performed in stressful situations and on weekends. While the scope of work is governed by well- established policies, practices, statutes and regulations, work objectives and tasks are performed independently, under supervision/guidance. Errors in judgment may have significant impact on offender's behavior changes, legal aspects of the situation, violation of an offender's civil rights, public safety, and community relations. Judgmental errors may also expose the incumbent to potential physical harm from offenders.

### **ESSENTIAL TYPES OF DUTIES**

- Supervise, train and monitor all offenders assigned to participate in community work service program activities in accordance with established policies and procedures.
- Handle emergency situations, disciplinary issues and crisis intervention including but not limited to physical restraint.
- Safely transport offenders to and from project locations while operating a county vehicle with a utility trailer. Safely load and unload tools and equipment needed for each work crew assignment.
- Provide educational instruction to offenders including safety policies, equipment use, and general social skills/competency development.

- Supervise work crews to ensure the safety and security of all offenders while performing a variety of community service projects in a variety of weather conditions.
- Establish and maintain a positive working relationship with staff, offenders and community members.
- Safely operate, clean and maintain powered and non-powered tools including lawn mowers, portable generators, paint sprayers, soda blaster pressure washers, and chain saws. Maintain clean workspaces, which include vehicles, trailers, storage facilities, workshop and office space.
- Prevent the escape or injury of assigned offenders by exercising sound judgment and verbal and physical control in compliance with policies and procedures.
- Assist in the planning, coordination and completion of service projects.
- Prepare accurate written reports, records and daily evaluations of work performed by offenders. Communicate both orally and in writing to supervisor and courts on the compliance and performance of participating offender.
- Maintain required training certifications, which include but not limited to: CPR, First Aid, restraint application, medication dispensation, emergency procedures and confidentiality. Maintain an Oregon Motor Vehicle operator's license and an acceptable driving record.

**QUALIFICATIONS:**

Knowledge, skills and abilities: This is an entry-level position, which requires knowledge of basic principals and practices including restorative community service. Ability to establish and maintain effective working relationships with staff, superiors and other agency personnel, clients, parents, community partners and others; communicate effectively both orally and in writing; typing/computer skills desired. Ability to deal effectively with offenders including the ability to gain the confidence and cooperation of offenders who may be oppositional, angry or hostile. Must have the ability to maintain a safe and secure environment and anticipate and recognize threats. Must have a strong commitment to work with offenders.

**MINIMUM QUALIFICATIONS:**

High school diploma or equivalent; Ability to perform tasks within established policies, practices, statutes, regulations, and general managerial direction; ability to exercise independent judgment following standard practices and within vaguely defined situations; ability to communicate effectively both orally and in writing; ability to organize and prioritize work load; ability to work independently and in groups on a daily basis; ability to establish and maintain effective working relationships with others at all times. Must have a strong desire to work with offenders, victims of crime, and community members.

**NECESSARY SPECIAL REQUIREMENTS:** Possession of/or ability to obtain a valid Oregon Drivers license within 30 days of hire date. Possession of/or ability to obtain a CPR/First Aid Certification within 30 days of date of hire. May also be required to be firearms certified and satisfactorily complete quarterly and/or annual firearms qualifications.