



Mission

Damascus Way provides a structured and caring Christian-oriented program to men involved with the correctional system or other life challenging situations by assisting in addressing needs and goals for successful integration back into their communities.

Damascus Way was established in 1975 to assist men being released from prisons, jails, and treatment centers. We help our residents find jobs, housing, and a support group/community. Our structure is provided through strict monitoring & accountability protocols and weekly goal setting. Our care is provided by understanding the difficulties involved in transitioning from being locked up for years (in prison or addictions) and then working towards a responsible freedom. Our staff is a mix of those who feel a call to ministry even though they themselves do not have a criminal or drug background, as well as those who have spent time in prison or treatment and are now dedicated to help others overcome such a painful lifestyle

For more information about our program, visit our website at DamascusWay.org

or call Craig Fruen, Executive Director at 612-746-5631



DAMASCUS WAY

R E - E N T R Y C E N T E R

Job Description

Job Title: Shift Supervisor
Reports to: Program Director

Position Summary: The primary responsibilities of the Shift Supervisor fall into three categories:

1. Supervision of residents in the facility
2. Supervision of residents who are away from the facility
3. Administrative / Program duties.

The shift is usually an 8-hour day, evening, or overnight shift. During this time, the Shift Supervisor is responsible for supervision of all residents in the program. Other staff may be on duty at the same time, such as the Program Director, Caseworker, etc. but it is the Shift Supervisor's responsibility to monitor the whereabouts of residents. This position also includes a front desk type of management with a fair amount of phone answering.

Examples of work: The Shift Supervisor will be stationed at the Front Desk of the facility and monitor the coming and going of all residents inside and outside the facility. The Shift Supervisor reviews all travel plans and insures Residents are following correct protocol. Residents will be conducting Job Search, going to work, going to meetings, or going out for Free time on Pass and the Shift Supervisor will retrieve their Phone Check-ins as they move about in the community. The Shift Supervisor will also conduct hourly rounds inside the facility to insure appropriate Resident behavior. The Shift Supervisor position also includes many opportunities for casual interaction with the residents where conversations about life, the Christian faith, and prayer may be offered.

Shift Hours: Damascus Way is staffed 24/7/365. Hours vary and include weekends and holidays.
Monday through Sunday 7:00am to 3:00pm Possible 12 hr Weekend shifts if desired
3:00pm to 11:00pm
11:00pm to 7:00am

Duties and Responsibilities

1. **Supervision of Residents in the facility -**
 - a. Making rounds of the facility every 2 hours to verify that all residents not signed out are present.
 - b. Check on resident activities.
 - c. Check on facility standards
2. **Supervision of Residents away from the facility -**
 - a. Approving Sign-out cards & Daily Planners, clarifying resident's plans, allowing or withholding authorization to leave the facility.
 - b. Conducting resident status checks every hour to verify their location, filling in the Resident Check list, logging each resident's current location after reviewing phone logs & sign out sheets.
 - c. Logging all call-ins from residents.
 - d. Making random phone calls to residents to check/verify their whereabouts.
 - e. Tracking residents on GPS using electronic monitoring website.
3. **Administrative / Program Duties -**
 - a. Writing Incident Reports for anyone in violation of sign-out, check-in, or accountability policies.
 - b. Contacting Program Director, Caseworker, or Agent as needed.
 - c. Coordinating any program activities during the shift (dinner, groups, outings, etc.)
 - d. Enforcing program rules & policies and writing log notes and Incident Reports when necessary.
 - e. Checking off resident house cleaning jobs and inspecting their work.
 - f. Confronting any issue if needed.

- g. Coach/guide meetings with residents as needed.
- h. Check rooms for cleanliness/orderliness/contraband.
- i. Conduct UAs or BAs as requested by Caseworkers or as needed.
- j. Handling intake calls and inquiries.

Ongoing Requirements/Training (Damascus Way will provide):

- 1. Policy and Procedure
- 2. Current First Aid / CPR certification
- 3. PREA
- 4. Data Practices
- 5. Skill Building
- 6. Diversity
- 7. Up to 40 hours of documented annual training in issues related to the program

Knowledge, Skills and Abilities Required (Damascus Way can provide):

Knowledge of:

- 1. Policy understanding to be sufficient to interpret and enforce within the facility
- 2. Procedure understanding to be sufficient to carry out responsibilities and maintain the security of the facility
- 3. Basic knowledge of principles and practices of interviewing and counseling
- 4. Working knowledge of security equipment used at Damascus Way
- 5. Thorough knowledge of all security areas including buildings, parking lots and console operations
- 6. Thorough knowledge of principles of effective public relations
- 7. Special problems encountered in working with adult residents (both correctional and non-correctional) sufficient to propose realistic and effective solutions to those problems

Ability to:

- 1. Act or recommend objectively on matters of emotional impact on residents
- 2. Understand and follow verbal and written instructions
- 3. Ability to create written reports and review written reports for clarity and accuracy
- 4. Establish trusting relationship with residents
- 5. Exercise sound judgement and develop skills to control and direct residents
- 6. Recognize individual differences and appreciate the unique personalities of people
- 7. Ability to act quickly and provide leadership in emergency situations
- 8. Absorb training
- 9. Develop an empathetic and understanding relationship with residents
- 10. Meet established physical standards
- 11. Perceive and understand Damascus Way mission, goals and objectives and use discretion in their application of daily activities

Qualifications:

The Shift Supervisor will be thoroughly committed to Damascus Way's Mission rooted in Christian Faith. Concrete demonstrable experience and other qualifications include:

- 1. Demonstrated faith in Jesus Christ
- 2. Agrees with and adheres to Transform Minnesota statement of faith, Core Values and Code of Conduct
- 3. Must be male, 18 or older. BFOQ
- 4. Ability to work collaboratively with the entire Damascus Way team
- 5. Ability to work effectively in collaboration with diverse groups of people
- 6. Ability to communicate effectively through verbal and written methods
- 7. Minimum 3 years free from Probation or Supervised Release.
- 8. Must have a minimum of two years documented sobriety (if in recovery).
- 9. Must be able to lift 25 lbs.
- 10. Must pass drug test and submit to a background check
- 11. Unwavering commitment to quality programs and data-driven program evaluation
- 12. Knowledge and experience with Microsoft Office