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**Position:** Operations Specialist  
**Division/Department:** Operations  
**Reporting Relationships:** TBD  
**Normal Work Schedule:** 12 hour shifts, days TBD

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### Minimum Qualifications:

- Must be able to grasp and apply Cognitive Behavioral Therapy or other program ideologies.
- Must maintain a valid driver's license.
- Have formal training or relative job experience for the position.
- Must be able to pass a background check and drug screen.
- Must complete Unarmed Self-Defense Training.

### Minimum Education:

- Associate Degree in criminology or other related social services field preferred.

## SUMMARY OF JOB DUTIES AND FUNCTIONS

### *ESSENTIAL FUNCTIONS*

- Reports to the Operations Supervisor
- Oversee all resident safety and security while on shift
- Maintain positive and professional rapport with resident community
- Maintain an accurate count of residents in your care at all times
- Conduct scheduled and non-scheduled counts
- Participate in pre/post shift debriefings
- Prepare written reports (Incident Reports, Statements, etc.)
- Oversee inventory and ordering of supplies
- Assist with admission and discharge of offenders
- Participate in disciplinary hearings
- Investigate incidents and report findings to the Supervisor
- Responsible for urine collection and testing
- Conduct facility and offender searches
- Review changes to facility policies and procedures
- Transporting offenders to and from work sites or outside appointments
- Confront and discipline resident behavior problems and provide rewards for positive behaviors
- Dispense medication
- Process resident request forms
- Relay pertinent information up and down chain of command
- Process offender mail
- Processing and discharging offender property
- Maintaining facility cleanliness
- Maintaining annual training requirements
- Maintain daily logs (i.e. duty log, ra log etc.).
- Recording resident behaviors, movement and control
- Oversee resident orientation class

**MARGINAL FUNCTIONS**

- Will assist staff as needed.
- Must be able to understand and demonstrate the need to be flexible in an agency with a small staff.
- Will need, from time to time, to be assigned to projects and duties outside of the normal.

*SEPTA is an Equal Opportunity Employer; applicants will receive consideration for employment without regard to race, religion, color, sex, sexual orientation, and national origin, disability, age or Vietnam-era status.*

*All the above duties and responsibilities are essential job functions subject to reasonable accommodation. All job requirements listed indicate the minimum level of knowledge, skills, and/or ability as deemed necessary to perform the job proficiently. This job description is not to be construed as an exhaustive statement list of duties, responsibilities, or requirements. Employees may be required to perform any other job-related tasks as required by their supervisor, subject to reasonable accommodation.*

*All positions serve at the pleasure of the SEPTA Facility Governing Board*

**By signing below, you acknowledge receipt of job description and accept your responsibility in complying with the responsibilities of the position.**

**Operations Specialist:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Operations Supervisor:** \_\_\_\_\_ **Date:** \_\_\_\_\_