



Part-Time Resident Supervisor

Department: Pre-Release Center

Revised: February 2026

JOB DESCRIPTION

Major functions include maintenance of security, supervising residents in and out of facility and monitoring of residents' treatment plans. Individual works under the direct supervision of the Pre-Release Manager. Work is done on a rotating shift either alone or sharing the workload in the female housing unit. The general responsibilities involve enforcing rules and regulations, maintaining order and discipline, crisis intervention and ensuring that female residents attend scheduled appointments (treatment and medical). Responsibilities also include the operation and inspection of security devices, written reports for violations of program rules, supervising female resident activities including recreation and visitation.

SPECIFIC DUTIES

- Supervises female residents and enforces rules of conduct by roaming living quarters, dayrooms, outside recreation and work release resident returns to the facility.
- Escorts females or groups of residents to community agency appointments, medical appointments.
- Maintains accountability of residents at all times.
- Searches dayrooms, living quarters, halls, outside perimeters and recreation areas for contraband and security violations.
- Submits written reports including Special Incident Reports of violations and misconduct, reports from employers, home investigations, resident injury reports, etc.
- May be required to physically suppress "acting out" behavior of residents.
- Dispenses prescribed and over the counter medication, cleaning and sanitation supplies, mail, and linen to female residents.
- Acts as clerk for residents' commissary and verifies transactions. Processes commissary orders, verifies deliveries.
- Interviews inmates eligible for work release and conducts a background check.
- Performs all body searches (strip searches), pat downs, and conducts Alco-Sensor tests.
- Performs all security duties as assigned.

SUPERVISORY RESPONSIBILITIES

N/A

WORKING CONDITIONS

Work requires exposure to disagreeable or unpredictable conditions due to hazard of direct daily contact with sentenced offenders and some physical effort. There is some potential for danger.

JOB REQUIREMENTS

- Fully qualified requirements include a high diploma and preferred one (1) year related experience.
- Knowledge of department directives in agency procedure manual.
- Knowledge of techniques in handling inmates and precautionary measures used in escorting and supervising inmates.
- Ability to supervise the activities of minimum-security inmates.
- Ability to write complete and concise reports.
- Ability to deal with situations requiring tact, diplomacy, understanding, fairness, firmness, and good judgment.
- Ability to remain alert at all times and react quickly in emergency situations.
- Ability to establish and maintain effective working relationships with residents and associates.
- Skill in operation of two-way radio and personal computer.
- Valid Pennsylvania Driver's license and a vehicle to transport residents and perform other related work.
- Must submit to and pass a pre-employment drug screening and background check per County policy.

Company Description

County of Lycoming is a county in the U.S. Commonwealth of Pennsylvania and comprises the Williamsport Metropolitan Area. Lycoming is Pennsylvania's largest county by area and is a great place to live and work, offering outdoor adventures, history and culture, and sporting events.

Providing quality customer service to our citizens, business owners and visitors is County of Lycoming's top priority and that starts with our employees.

We offer an award-winning comprehensive benefits package, including generous paid holidays and vacation, a deferred benefit retirement plan, deferred compensation retirement plan availability, affordable medical and dental coverage, innovative wellness programs, extensive professional development opportunities, and more.

County of Lycoming is an Equal Opportunity Employer

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