

# Pinellas County Sheriff's Office

*"Leading The Way For A Safer Pinellas"*



## SAFE HARBOR TECHNICIAN

<b>JOB CODE: 31200</b>	<b>PAY GRADE: 09</b>	<b>PAY RANGE: \$35,748 - \$57,196</b>
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### GENERAL DESCRIPTION

Under the supervision of a sergeant, this position performs duties of a responsible nature related to the operation of Pinellas Safe Harbor shelter for the homeless and inmates re-entering the community from the jail. Incumbents work directly with Safe Harbor residents. Work is performed in accordance with Sheriff's Office rules, regulations, and policies and procedures and are expected to work independently. Work is reviewed through observation and results obtained. **Shift work required.**

**SUPERVISES OTHERS:** No

### ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- Monitors video and audio equipment, security gates and electronic doors, fire alarm systems, intercom/public address systems, and light circuit panels
- Assists in security at entrances and exits of facility by monitoring and conducting security screening of residents and personal belongings
- Identifies residents' controlled substance and injectable medications by labeling and storing appropriately; conducting medication disbursement up to 4 times/day for residents, ensuring proper disposal of diabetic supplies and sharps
- Observes the need for and obtains hygiene supplies and clean clothing for residents
- Identifies and makes appropriate referrals for individuals suffering from mental health and/or substance abuse issues
- Uses de-escalation techniques when dealing with mentally ill and/or intoxicated individuals until deputy, social worker, or appropriate staff member is able to respond
- Prepares reports and documentation
- Transport residents or arrange for transport to/from programs, bus stations, and other shelters
- Coordinates Baker Act evaluations for individuals in crisis
- Coordinates meal service for residents
- Initiates emergency procedures; conducts monthly fire inspections
- Participates in Sheriff's Office recruitment and community relations activities as directed.

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Regular and reliable attendance is required as an essential function of the position.

This position is considered essential and, in the event of an emergency or natural disaster, will be required to report to work.

This list is not intended to be all-inclusive, and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

## **QUALIFICATIONS**

- High School graduation or equivalent diploma from an institution accredited by an accrediting body recognized by the U. S. Dept. of Education or licensed as a degree granting institution by the Commission for Independent Education AND two (2) years' stable work history
- Must possess a valid Florida driver's license
- Consideration for this position requires a credit check

## **KNOWLEDGE, SKILLS, AND ABILITIES**

- Knowledge of the application of modern correctional principles and practices as related to control room operations
- Knowledge of applicable laws, ordinances, rules and regulations
- Knowledge of procedure for reporting emergencies and equipment failures
- Ability to communicate effectively, both orally and in writing
- Ability to work closely and effectively with inmates, correctional staff, other criminal justice officials and the public
- Ability to exercise sound judgment
- Ability to comprehend and perform written and oral instructions
- Ability to react quickly, calmly and effectively in emergency situations
- Ability to effectively utilize equipment and devices assigned to the area of responsibility
- Ability to comprehend and perform all duties related to assigned duty post
- Ability to obey any lawful order of a superior, including any order relayed from a superior by another employee
- Ability to perform all functions of the job classification without posing a direct threat to the health or safety of other individuals in the workplace



## PHYSICAL ABILITIES

The physical abilities listed below are estimates of time spent during a typical work day to perform essential functions and responsibilities. Members in this position may be required to:

- Meet the minimum hearing and vision requirements as follows:
  - Have 20/30 (or better) corrected vision
  - Must pass hearing with less than or equal to 40 decibels in each ear under the frequencies: 500hz, 1,000hz and 2,000hz
- Sit or stand up to 12 hours per day
- Walk up 4 hours per day
- Occasionally lift up to 50 lbs.
- Occasionally bend or reach