

Los Angeles Mission, Inc.
Job Description

Job Title: House Monitor I
Department: Women's Resident Ministries
Reports To: Program Director of UTI & Women's Program
FLSA Status: Regular, Part-Time, Non-Exempt
Prepared By: Human Resources Department
Revised Date: Aug 2019

SUMMARY:

Demonstrate Christ-like behavior and attitude in all job duties and responsibilities. Responsible for monitoring, maintaining safety, cleanliness and sanitation of the Anne Douglas Center by performing the following duties:

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Monitors residential areas, is visible and available to assist students.
- Monitors the daily activities of the students to include clean up, signing in and out of the facility, recreation, visitation and meal times.
- Ensures the housing facility is maintained in a neat and proper order. This includes students making up their beds and completing their daily chores.
- Responsible for monitoring the activities of the students of the program, including student's housekeeping training assignments and chores as assigned to ensure compliance with program rules in order to maintain a clean facility.
- Responsible for the safety and oversight of students. Normally, the only on-site Staff on duty.
- Monitors medication and consumption log in accordance to the medication policy of the program.
- Consult with direct supervisor regarding student's personal needs or behavior.
- Check for contraband in the facility through general observations.
- Maintain visitor protocol, monitors visitation period and terminates visitation according to program policies.
- Observe and report any maintenance issues.
- Follow appropriate incident protocol and accompanying documentation.
- Maintain a comprehensive and accurate written record of events that occur during shift as well as thorough incident reports and submit to supervisor.
- Maintain student sign in-out log.
- Check all doors at the onset and end of shift to ensure all doors are locked
- Calls/contacts supervisor or LAM Security when necessary.
- Keeps in contact with LAM Security by 2-way radio.
- Intervenes as necessary to protect students from injuring others, staff and/or themselves.
- Effectively communicates emergency situations to supervisor in a timely manner
- Maintains confidentiality of student and/or staff issues.
- Conducts routine bed checks at quiet time and periodic room checks throughout shift, reporting absences, etc.

- Communicates observations by email or phone call to supervisor and chaplain regarding behavioral patterns that may not conform to program guidelines.
- Collects urine samples for drug testing as deemed necessary and leave for chaplain.
- Checks interior and exterior of facility at regular intervals
- Creates and submits daily reports of facility, maintenance problems, rule violations and any activities during shift.
- Escorts students to activities.
- May transport and supervise students on outside activities.
- As appropriate, offers prayer and encouragement consistent with Scriptures and the principles of Los Angeles Mission, Inc.
- Attends Staff Meetings and Staff Devotions (when possible).
- Provide clerical support as assigned.

SUPERVISORY RESPONSIBILITIES:

None.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

High School Diploma or general education degree (GED) and two years related experience and/or training; or equivalent combination of education and experience. Have skill or experience in management of difficult behaviors. Conflict Resolution and/or Management of Aggressive Behaviors experience and skills a plus.

TECHNOLOGY SKILLS:

Computer literacy is required. Must be able to operate Microsoft Word, Microsoft Outlook, and internet-based applications like Paychex Flex Employee/Manager Self Service Portal and Outlook Web Access with ease. Other business software may be deployed related to job functions.

LANGUAGE SKILLS:

Ability to read and interpret general business periodicals, professional journals, journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public. Bilingual, English/Spanish preferred.

MATHEMATICAL SKILLS:

Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations, using units of American money and weight measurement, volume and distance.

REASONING ABILITY:

Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

CERTIFICATES, LICENSES, REGISTRATIONS:

Current valid California Driver's Licenses and insurability preferred.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee frequently is required to walk. The employee is occasionally required to stand, use hands to finger, handle, or feel, and reach with hands and arms. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include peripheral vision.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, employee may be exposed to some abuse from angry students or guests. Employee is regularly exposed to some risk of communicable disease from guests of facility, exposure to TB and other respiratory diseases. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

LOS ANGELES MISSION IS AN EQUAL OPPORTUNITY EMPLOYER: and values diversity.

We do not discriminate on the basis of race, religion, color, national origin, gender, sexual orientation, age, marital status, veteran status, or disability status, except as allowed by federal statute under Title VII of the Federal Civil Rights Act.

I understand the above job description and agree to comply with, and be subject to, its conditions. I understand that the company reserves the right to delegate, remove, expand or change any and all responsibilities listed above and will inform me of any such change. In addition to meeting the job duties listed above, I agree to abide by the Company policies contained in the employee handbook. I acknowledge that I can fulfill the above duties with or without reasonable accommodation.

Employee Signature

Date

Employee Name (please print)

Date

Approval

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Date