

Los Angeles Mission, Inc.

Job Description

TITLE:

House Monitor

ABOUT THE ORGANIZATION:

Do you want to join a world leader among missions that provide for the poor, restore the addicted, and eliminate homelessness?

Los Angeles Mission exists to provide **help, hope and opportunity** to men, women, and children in need. Join us and help transform lives.

We offer services to those in need in love, by offering hope, mercy, and compassion. Our organization exhibits strong Christian discipleship, equipping, and training, and we help people overcome addictions through prayer, medical treatment, and deep, abiding, healthy relationships. We are at work in the community assisting people in overcoming homelessness with personal healing, educational assistance, housing, and employment.

Los Angeles Mission is looking for candidates who want to join an organization making immediate and long-lasting impacts in our community, and who are dedicated to touching the lives of those around us.

ABOUT THIS POSITION:

Department:	Men's Resident Ministries
Reports To:	Jump Start Chaplain
FLSA Status:	Regular, Full Time, Non-Exempt
Location:	Los Angeles, CA

SUMMARY

Demonstrate Christ-like behavior and attitude in all job duties and responsibilities. Responsible for monitoring, maintain safety, cleanliness and sanitation of the Los Angeles Mission Men's Center by performing the following duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Responsible for the safety and monitoring of clients/students.
- Check for contraband in the facility through general observation to ensure compliance with program rules.
- Report and coordinate with security concerning violence of any kind one or the removal of client or student (Follow appropriate incident protocol and accompanying) documentation.
- Conducts routine bed checks at quiet time and periodic room checks throughout shift, reporting absences, etc.

- Maintain a comprehensive and accurate written record of events that occur during shift as well as through incident reports and submit to supervisor and student's chaplain.
- Intervenes as necessary to protect students from injuring others, staff and/or themselves.
- Effectively communicates emergency situations to supervisor in a timely manner Consult with direct supervision regarding client's/students' personal needs, behavior.
- Maintains confidentiality of student and/or staff issues.
- Maintain student sign in-out log and records
- Monitors residential areas, is visible and available to assist clients/students.
- Monitors the daily activities of the clients/students which includes:
 1. Permission to leave passes,
 2. Recreation
 3. Visitation
 4. Meal times
 5. Laundry
 6. Clothing | Hygiene
 7. Classes
- Ensures client are properly clean and keep sanitary their living quarters this includes
 1. Making up their beds
 2. Cleaning up after themselves in restrooms
 3. Working with outreach on clothing and bedding supplies for clients
- Observe and report any maintenance issues.
- Collects urine samples for drug testing as deemed necessary and leave for chaplain.
- Escorts students to activities (when necessary).
- May transport and supervise clients /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

POSITION REQUIREMENTS

- High School Diploma or general education degree (GED)
- 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.
- Valid Driver License
- Experience Outlook

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 25 pounds. Specific vision abilities required by this job include peripheral vision.

BENEFITS AND COMPENSATION

Compensation depends on experience and qualifications within our pay grades. Benefits include paid sick and vacation time, medical, dental, vision, life, and LTD insurance, and retirement plan options.