

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: Women's Resident Ministries
Reports To: Program Director
FLSA Status: Regular, Part-Time, Non-Exempt
Location: Los Angeles, CA

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

- 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 mealtimes.
- 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 to maintain a clean facility.
- Responsible for the safety and oversight of students. Normally, the only on-site Staff on duty.
- Monitor's medication and consumption log in accordance with 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.

POSITION REQUIREMENTS

- High School Diploma or general education degree (GED) T
- 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.

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.

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.