

**NEW JERSEY ASSOCIATION ON CORRECTION  
JOB DESCRIPTION/POSTING**

<b>Job Title</b>	<b>Reports to:</b>	<b>FLSA Status:</b>	<b>Department:</b>	<b>Level:</b>
<b>Facility Monitor PT (Weekdays, Weekends &amp; Holidays, as needed)</b>	Program Supervisor	Non-Exempt	Fenwick	Program Support II
<b>If interested please submit your application to:</b>				
<b>Lola Patterson- <a href="mailto:lpatterson@njaonline.org">lpatterson@njaonline.org</a> or FAX 973-278 7316</b>				

**SUMMARY**

Residential program for adult residents which are state inmates classified to a work release program. Facility monitors are accountable to carry out assigned duties relating to the security of the residence and residents while following establish protocols and procedures approved by NJAC and the NJ Department of Corrections.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include but are not limited to the following:

- Supervise the residence, its residents and program activities
- Account for each resident in and outside of the facility on a real time basis
- Ensure the safety and security of residents and staff in the facility
- Provide supervision and surveillance of the residents, visitors, facility and perimeter
- Ensure contraband is not brought into the facility by conducting facility searches
- Monitor entry and egress of residents
- Monitor doors, medicine, and supplies.
- Conduct random tours of the residential facility and premises documenting time of tour, client accountability and facility concerns
- Conduct urine and alcohol testing
- Implement appropriate safety and security procedures.
- Responsible for providing transportation and escorting clients to and from medical appointments, interviews, employment sites and other approved destinations as necessary
- Implement appropriate security procedures in the facility and vehicles. Ensure safety of clients at all times.
- Document all phone and resident contacts and make appropriate entries in correct logs to insure continuation of services and client accountability
- Assess and meet physical needs of residents.
- Oversee daily maintenance of program vehicle and submit appropriate reports.
- Update daily travel log.
- Pick-up and deliver agency related business and house supplies.
- Remain on duty until relief coverage arrives. Facility may never be left with single staff coverage at any time.
- Notify Supervisor or appropriate on call staff person in emergency situations.

**SUPERVISORY RESPONSIBILITIES**

None other than residents

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## **QUALIFICATIONS, EDUCATION and EXPERIENCE:**

The successful candidate must be successfully cleared by NJDOC and NJAC prior to employment commencement. Successful background, driving record and criminal record clearances required at hire and/or at random in the future.

High school Diploma or G.E.D

Relevant work experience with human service clients

Proficiency in written and verbal communication

Computer literate with prior experience utilizing a Windows environment and Microsoft Office

Ability to navigate and utilize MIS system

## **CERTIFICATES, LICENSES, REGISTRATIONS**

Access to a currently registered vehicle and a valid driver's license

**PHYSICAL DEMANDS:** The employee in this position will be required to climb stairs, may be required to lift up to 50lbs., stand, walk, reach with arms and hands, climb or balance, use fingers, stoop, kneel, crouch or crawl. Vision abilities required by this job include close vision. Individuals must be physically capable of operating the vehicles safely, possess a valid driver's license, must have use of an insured vehicle, and have a satisfactory driving record.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## **ASSOCIATION PHILOSOPHY:**

All Association employees must be committed to the New Jersey Association on Correction's philosophy: To promote social justice and human dignity in the policies and institutions which govern offenders and victims of crime through educational, legislative and rehabilitative programs.

*The New Jersey Association on Correction is an Equal Opportunity/Affirmative Action Employer and will consider all qualified applicants without regard to race, color, religion, sex, national origin, lawful political affiliation or group membership, physical handicap, age, marital status, sexual orientation, prior involvement in the criminal justice system, off the job lawful activities or physical appearance.*