

# NEW JERSEY ASSOCIATION ON CORRECTION

"Helping People With A Past, Build A Future" Since 1961

## JOB DESCRIPTION/POSTING

Job Title	Reports to:	FLSA Status:	Department:	Level:
<b>PT Facility Monitor/Driver DOC PROGRAMS</b>	Program Supervisor	Non-Exempt	<b>Clinton House</b>	Program Support II
<b>If interested please submit your application to:</b>				
<b>Larry Glover, Program Supervisor email: <a href="mailto:lglover@njaonline.org">lglover@njaonline.org</a> or fax: 609-396-0099</b>				

### SUMMARY

Residential program for adult residents which are state inmates classified to a work release/substance abuse/special needs 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:

- 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.
- Oversee daily maintenance of program vehicle and submit appropriate reports.
- Update daily travel log.
- Pick-up and deliver agency related business and house supplies.
- 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, visitor, facility and perimeter
- Ensure contraband is not brought into the facility by conducting facility searches
- Implement appropriate safety and security procedures.
- 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.
- Monitor doors, medicine, and supplies.
- Conduct random tours of the residential facility and premises documenting time of tour, client accountability and facility concerns
- Notify Supervisor or appropriate on call staff person in emergency situations.
- Stay current with ACA and PREA Requirements
- Complete required annual training in compliance with due dates
- Ensuring accountability of clients are per contractor requirements
  - accounting for each resident in the facility and in the community on a "real time" basis;
  - ensuring the safety and security of staff and residents in the Facility;
  - providing supervision and surveillance of the residents, staff and visitors as well as the facility perimeter;
  - ensuring that contraband is not brought into the facility;

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- conducting facility searches;
- conducting urine monitoring;
- monitoring entry and egress of all residents and visitors.
- Other duties as assigned

### 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.

#### **Experience**

- Supervision responsibilities include: Residential clients

#### **Education**

- High School Diploma or G.E.D. Relevant work experience with human service clients preferred.

#### **Clearances**

- Successfully pass Criminal, Education, Substance Use Testing and Driver Background checks conducted by the Organization and Funder
- Maintain background free of infractions which may result in the termination of employment
- Have access to an insured, registered vehicle preferred
- Possess a valid Driver's License

#### **Knowledge, skills and abilities**

- Knowledge of client groups and/or issues related to the program area
- Working with addictive personalities; a basic understanding of human behavior; and utilizing group dynamics to address special needs populations.

#### **Proficiency in the use of computers for:**

- Word processing
- Simple accounting
- Spreadsheets
- E-mail
- Internet
- Client Tracking Software

#### **Personal characteristics**

Should demonstrate competence in some or all of the following:

- Ethical Behavior:
  - Understand ethical behavior and business practices, and ensure that own behavior and the behavior of others is consistent with these standards and aligns with the values of the organization
- Build Relationships:
  - Establish and maintain positive working relationships with others, both internally and externally, to achieve the goals of the organization.
- Communicate Effectively:
  - Speak, listen and write in a clear, thorough and timely manner using appropriate and effective communication tools and techniques.
- Creativity/Innovation:

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- Develop new and unique ways to improve operations of the programs and to create new opportunities.
- Focus on Client Needs:
  - Anticipate, understand, and respond to the needs of internal and external clients to meet or exceed their expectations within the organizational parameters.
- Foster Teamwork:
  - Work cooperatively and effectively with others to set goals, resolve problems, and make decisions that enhance organizational effectiveness.
- Lead:
  - Positively influence others to achieve results that are in the best interest of the organization.
- Make Decisions:
  - Assess situations to determine the importance, urgency and risks, and make clear decisions which are timely and in the best interests of the organization.
- Organize:
  - Set priorities, develop a work schedule, monitor progress towards goals, and track details, data, information and activities.
- Plan:
  - Determine strategies to move the organization forward, set goals, create and implement actions plans, and evaluate the process and results.
- Solve Problems:
  - Assess problem situations to identify causes, gather and process relevant information, generate possible solutions, and make recommendations to the direct supervisor and/or resolve the problem.

### **Working Conditions**

- Typically an office and residential program environment, but the mission of the organization may sometimes take them to nonstandard workplaces.
- The employee in this position may be required to lift up to 25lbs., 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.
  - 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: utilize stairs
  - 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.*