

# NEW JERSEY ASSOCIATION ON CORRECTION

"Helping People With A Past, Build A Future" Since 1966

## JOB DESCRIPTION/POSTING

Job Title	Reports to:	FLSA Status:	Department:	Level:
FT Facility Monitor	Program Supervisor	Non Exempt	Bates House	Program Support II
<b>If interested please submit your application to:</b>				
<b>William Richardson, Email: <a href="mailto:wrichardson@njaconline.org">wrichardson@njaconline.org</a> Fax: 732-846-7704</b>				

### **SUMMARY:**

Residential program for adult residents classified to a parole/last parole program. Facility monitors are accountable to carry out assigned duties relating to the safety and security of the residence and property while following established 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 during the evenings and weekends and as required by supervisor.
- 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
- Monitor and document client entrance and egress from the building and property
- Assume responsibility for residence while on duty
- 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.

**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 EXPERIENCE**

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 Suite Products.

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### **CERTIFICATES, LICENSES, REGISTRATIONS**

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

**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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**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.*