

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:
Facility Monitor – (Part Time/Per Diem) Domestic Violence	Program Supervisor	Non-Exempt	CCWC– Safe House	Program Support II
If interested please submit your application to:				
Lavenda Rogers, Email: lrogers@njaonline.org Fax: 856-227-1261				

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 security procedures.

Document all phone and resident contacts and make appropriate entries in correct logs to insure continuation of services

Assume responsibility for residence in absence of full time staff

Assess and meet physical needs of residents.

Monitor front door, medicine, and shelter supplies.

Provide informal counseling to residents as required.

Notify appropriate on call staff person in emergency situations.

Answer 24 hour Domestic Violence Hotline

Intake, Resource Referral, Crisis Intervention

SUPERVISORY RESPONSIBILITIES

None

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 services clients.

Proficiency in written and verbal communication.

Facility Monitor Part time CCWC 02/21/2019

NEW JERSEY ASSOCIATION ON CORRECTION

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

JOB DESCRIPTION/POSTING

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

Domestic Violence Experience- 40 hour Domestic Violence Training Preferred

CERTIFICATES, LICENSES, REGISTRATIONS

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

PHYSICAL DEMANDS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily and possess a valid driver's license and registration at all times. The employee in this position is often 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.

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.