

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:
Part Time Facility Monitor	Program Supervisor	Non-Exempt	PCWC Shelter	Program Support II
If interested please submit your application to:				
Supervisor- Carolyn Timmons Email: ctimmons@njaconline.org or Fax: 973-881-0617				

SUMMARY

Carries out assigned duties relating to the security of the residence and residents.

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 calls for the Domestic Violence Hotline, to determine a callers' needs and provide crisis intervention by: conducting safety assessment and safety planning, supportive listening, providing callers with information on or about domestic violence, and connecting callers to all appropriate resources including shelter availability information, as well as, exhibit excellent customer service.
- **Experience dealing with victims of domestic violence and/or sexual assault preferred.**

***Must be able to work weekend shifts**

SUPERVISORY RESPONSIBILITIES

None other than residents.

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.

Individuals must be physically capable of operating the vehicles safely, possess a valid driver's license, use of an insured vehicle, and have an acceptable driving record. Successful background clearances also required at hire and/or at random in the future.

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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.

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.

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.

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.

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