

## **Job Description: Residential Monitor**

### **Summary:**

This position is responsible for the orderly operation of the facility. The Residential Monitor assists the Unit Manager and Assistant Unit Manager with other relevant duties.

### **Duties:**

1. Ensures proper facility sanitation and that facility duties are assigned and completed in a satisfactory manner.
2. Completes and documents client funds transactions (e.g., stipends, savings).
3. Notifies proper authorities in case of emergency and takes appropriate, immediate action.
4. Conduct and document client, facility, and property searches, and administers drug and alcohol tests.
5. Maintains appropriate documentation related to client behavior and facility issues.
6. Conduct and document facility rounds, property checks and emergency drills.
7. Completes tasks as assigned on Facility Task list.
8. Conduct and document client accountability calls and ensure adherence to movement and accountability requirements.
9. Sees that meals of appropriate quantity and quality are available to clients.
10. Completes facility inspection checklists and work orders as needed.
11. Present, monitor and document client medications.
12. Participates in the client disciplinary process as a reporter, investigator and/or staff representative
13. Engages in appropriate, constructive interaction with clients. Provides crisis intervention and de-escalation for any client in need of such help.
14. Performs other duties as may be assigned by the Unit Manager, Assistant Unit Manager or Administrative Personnel.

### **Supervision:**

The Residential Monitor is under the direct supervision of the Unit Manager and the Assistant Unit Manager. In addition, the employee is guided by agency policies and procedures.

### **Education & Experience:**

High school diploma or GED, relevant experience preferred.

### **Required Knowledge, Skills and Abilities:**

1. Basic knowledge of working with individuals, families and stakeholders.
2. Knowledge of available community resources and the ability to find and use new resources.
3. Ability to operate independently, effectively and efficiently in a residential program setting
4. Be able to give clear, concise and accurate verbal and written reports.
5. Must be prepared for a flexible schedule.
6. Ability to enforce rules while engaging in a therapeutic relationship.
7. Ability to use and care for basic hardware and software, including computers, email, internet and fax machines.
8. Be able to remain fully mobile, including use of stairways and extended periods standing or walking.
9. Engage in regular physical demands of the job, including bending, stooping and reaching.
10. CPR and First Aid Certification.

**Apply in person at 301 Yucca, San Antonio, Texas 78203**  
**Business hours 8:00 am to 5:00 pm, Monday to Friday**

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and welcomes applications and referrals from minorities and women.*