



FACILITY MONITOR

POSITION DESCRIPTION:

Champions is a nonprofit organization that has served Kings County and the surrounding areas since 2000. Initially specializing in substance abuse treatment and recovery, Champions has grown to become one of the main providers for social and community based programs within Kings County.

Under the supervision of Program Coordinator, will monitor residents by monitoring and providing the enforcement of rules, and maintaining security. Monitor daily living functions, ensures facility maintenance, cooking and cleaning; assist in providing program activities; monitors residents and visitors in program participation and compliance.

This position may include working non-traditional business hours, swing or graveyard shifts and/or weekends, all varying shifts.

QUALIFICATIONS: High School Diploma or equivalent required; some college in social services, completion of AOD counseling course work or addiction counselor internship level preferred. Applicant must be able to pass a criminal background check; requires a Class C California's Driver's License and First Aid/CPR certification.

ESSENTIAL FUNCTIONS, WORKING CONDITIONS, & PHYSICAL REQUIREMENTS:

Maintain the daily functions and security of a transitional living facility for homeless women and/or women who struggle with life-controlling issues. Applicant must have verbal and written communication skills to complete required reports and written documentation. Telephone and computer skills; cooking, cleaning, transporting, and some physical labor will be required.

DUTIES: Major duties include the following:

- 1) Complies with all Company policies and procedures and responds to supervision.
- 2) Complies with State/Federal or Certification/Licensure training requirements.
- 3) Performs security rounds to ensure the security for residents.
- 4) Enforcement of program rules including, but not limited to, Conditions of Stay and program Admissions Agreement.
- 5) Monitor and document resident's program participation and compliance.
- 6) Assist in providing therapeutic program services, to empower self-sufficiency.
- 7) Supervises a calendar of household responsibilities.
- 8) Supervises and implements weekend activities for residents.
- 9) Oversees cleaning responsibilities in and outside of the facility.
- 10) Supervises the cooking duties to ensure health and safety standards are met.
- 11) Supervise and teach food preparation and other household responsibilities.
- 12) Documents all activities while on duty.
- 13) Notifies local emergency services as needed.
- 14) Communicates to upper management any emergencies.



- 15) Answers phones, directs visitors; performs other secretarial duties as assigned.
- 16) Attends staff meetings, trainings, conferences, etc. as required.
- 17) Remains culturally sensitive and respectful in all client and staff interactions.
- 18) Adheres to all client confidentiality requirements & standards
- 19) Performs other duties as requested by the Program Coordinator or ED.