

Program: Ruth House

Position: House Monitor

Reports to: Housing Case Manager and Housing Director



Job Description:

The House Monitor includes evening and weekend hours, totaling 10 hours/week. Duties include observation and monitoring of women residents, documentation and reporting of activities to supervisor, and engaging the residents with pro-social activities.

Additional responsibilities may include:

- a) Walk-throughs of the house to make sure women are following house rules. Includes:
 - o Common areas
 - o Bedrooms(Basic searches will be conducted unless staff finds cause to complete a detailed search)
- b) Check cleaning schedule to make certain women have completed those tasks.
- c) Initial contact when new residents arrive.
- d) Engage women in basic group activities in the house (crafts, gardening, popcorn and a movie, etc.)
- e) Clearing any additional items women may have left after departing from Ophelia's House.
- f) De-escalating potential resident conflicts

Additional qualifications:

- a) Ability to maintain confidentiality of all agency and resident information.
- b) Interact with residents, staff and professionals in an effective manner while maintaining professional boundaries.
- c) A basic understanding of trauma-informed care and gender-specific programming
- d) Proficient in Microsoft Office, email, and internet.
- e) Preferred: 1-2 years working with diverse populations