

Program: Ophelia's House

Position: House Monitor

Reports to: Ophelia's House Site Supervisor and Housing Director



Job Description:

The House Monitor may include daytime, evening, overnight and weekend hours (this includes holiday rotation). Duties include observation and monitoring of women residents, documentation and reporting of activities to house 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 do 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) Reviewing security camera footage each shift
- g) 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

All new staff will go through training on topics such as: drug awareness and education, de-escalation techniques, documentation, policies and procedures, basic crisis intervention, and will be CPR/First Aid certified.