



Nicasa

POSITION DESCRIPTION

Residential House Monitor

The Residential House Monitor shall have experience in the addiction field either academic and/or personal experience. Must be self-motivated and willing to learn.

Duties/Responsibilities

- Appropriately respond to any crisis, emergency or trauma which occurs
- Monitor completion of resident chores
- Sign in and out residents and guests, and periodic walk through of building to account for all building occupants
- Periodic inspection of resident rooms for tidiness or presence of contraband
- Communication with Clinical Staff related to residents' adherence to program rules and expectations
- Routine inspections of Bridge House for purposes of fire and safety code compliances and other safety violations; running safety drills
- Responsibility for answering the phones while on duty, responding to any voice mail messages left on house phone during shift
- Maintain log of all incidents and pertinent activities and noteworthy house/resident items
- Complete required documentation, such as incident reports
- Communicate effectively verbally and in written communications
- Utilize e-mail, internal and external databases, and other technology necessary for job functions
- Regulate curfew hours and conduct bed checks
- Provide residents with monitored access to their medications, in accordance with Nicasa's policies
- Transport residents to and from services/activities off-site
- Supervise clients during extra-curricular activities
- Attend all staff meetings required of House Monitors
- Review and adhere to all applicable agency policies and procedures, seeking supervision when unclear which policies/procedures apply or how to apply these in a given situation
- Other duties as assigned