

**NEW JERSEY ASSOCIATION ON CORRECTION
JOB POSTING**

| Job Title | Reports to: | FLSA Status: | Department: | Level: |
|---|--------------------|---------------------|---|---------------------|
| PART TIME Facility Monitor | Program Supervisor | Non-Exempt | Camden County Women's Center - Shelter | Program Support III |
| If interested please submit your application to: | | | | |
| Michele Pollock mpollock@njaconline.org Monday – Friday Afternoon to Midnight, weekends all shifts | | | | |
| No phone calls please | | | | |
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SUMMARY

Carries out assigned duties relating to the security of the residence and residents.

ESSENTIAL DUTIES AND RESPONSIBILITIES include but are not limited to the following:

Answer 24 Hour domestic violence hotline, give information and referrals as needed.

Supervise the residence, its residents and program activities during the evenings and weekends and as required by supervisor.

Implement appropriate security procedures.

Document all phone and resident contacts and make appropriate entries in correct logs to insure continuation of services

Assume responsibility for residence in absence of full time staff

Assess and meet physical needs of residents.

Monitor front door, medicine, and shelter supplies.

Provide informal counseling to residents as required.

Notify appropriate on call staff person in emergency situations.

SUPERVISORY RESPONSIBILITIES

None other than residents.

QUALIFICATIONS:

- ✚ Ability to communicate orally in the English language or other language as may be specified, with clients, agencies, the public and in group and face-to-face, one-on-one settings.
- ✚ Ability to work cooperatively with other employees, clients, and the public.
- ✚ Ability to add, subtract, multiply, and divide using whole numbers, and decimals.
- ✚ Ability to solve practical problems and deal with a variety of situations where only limited information exists.
- ✚ The employee in this position is often required to lift up to 25lbs., stand, walk, reach with arms and hands, climb or balance, use fingers, stoop, kneel, crouch or crawl. Vision abilities required by this job include close vision.
- ✚ Individuals must be physically capable of operating the vehicles safely, possess a valid driver's license, must have use of an insured vehicle, and have a satisfactory driving record. Successful background, driving record, and criminal record clearances required at hire and/or at random in the future.
- ✚ Employment, educational and credentialing validation also required at hire.

EDUCATION/EXPERIENCE:

MUST HOLD APPROPRIATE 40 HOUR DOMESTIC VIOLENCE CERTIFICATE

High School Diploma or G.E.D.

Relevant work experience with human service clients preferred.

SUPERVISORY RESPONSIBILITIES:

This job has no supervisory responsibilities.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The New Jersey Association on Correction is an Equal Opportunity/Affirmative Action Employer and will consider all qualified applicants without regard to race, color, religion, sex, national origin, lawful political affiliation or group membership, physical handicap, age, marital status, sexual orientation, prior involvement in the criminal justice system, off the job lawful activities or physical appearance.