



**General Summary:** This is a part-time position. Night and weekend House Monitors supervise the activity of residents to ensure their safety, security and adherence to house rules. Must maintain accurate and complete records containing pertinent information. Must ensure that the facility is maintained in a neat and proper order.

**Principal Duties and Responsibilities:**

- Provide recovery and peer support to residents that includes crisis intervention, conflict resolution and one-on-one support for relapse prevention.
- Transport residents to meetings, events & appointments in Angela House vehicles.
- Maintain all activity/sign-in sheets, logs, weekend passes and other program reports as requested by Angela House administrators.
- Check facility hourly during the shift to ensure general well-being of residents.
- Ensure all residents are in attendance at all required meetings.
- Supervise residents' preparation of meals and ensure dinner is eaten as a community.
- Check common areas and ensure the entire facility is clean and in order.
- Monitor and record residents' medication.
- Document and record:
  - Resident chore lists to ensure chores have been completed
  - Any information that will be helpful to the next shift and information that is pertinent to the Program Coordinator. This information influences decisions regarding residents' status and permissions.
- Answer incoming telephone calls.
- Attend monthly staff meetings

**Knowledge, Skills and Abilities Required:**

- Must possess a valid Texas Driver's License.
- Pleasant manner and presence with those who call or visit Angela House.
- Ability to approach people in a manner that creates harmony and promotes cooperation.
- Interpersonal skills that include tact, courtesy and compassion.
- Ability to comply with established procedures and to adapt to new ones.
- Attention to details and accuracy.
- Exhibits appropriate decision-making skills, takes initiative and is self-directed.
- Ability to maintain required levels of confidentiality.
- Ability to remain calm in emergencies and/or other stressful situations.
- Ability to respond to visual and audible signs of danger
- Ability to move in and out of doors and to other parts of the facility.
- Ability to hear emotionally charged conversations and maintain required level of confidentiality.
- Ability to record information and maintain shift records effectively and efficiently.

**Working Conditions:** This position may require transporting residents to appointments. There may be numerous interruptions and spontaneous situations. The person in this position may handle bodily fluids.

The above statements describe the general nature and level of work required of this position. They are not an exhaustive list of all responsibilities, duties and skills required.