

Community Action Agency of Delaware County, Inc.
Position Description

Position Title: House Monitor	Immediate Supervisor: House Monitor Supervisor	Salary Range: \$ 10.00/hour
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Part-time, non-exempt position, not eligible for benefits.

Position Summary:

To provide a safe and secure environment for families and individuals living in a shelter setting.

Primary Duties and Responsibilities:

1. Enforce rules and regulations of the CAADC shelters.
2. Perform minor maintenance tasks as needed.
3. Write complete and precise incident reports.
4. Make rounds of the building and perimeter on an hourly basis.
5. Provide complete documentation of rounds and activities throughout the shelter.
6. Attend monthly House Monitor staff meetings.
7. Never leave shelter site unattended.
8. Other duties as required.

Position Objectives:

1. Maintain a safe and secure environment for families and individuals in CAADC shelters.
2. Lead by example and present a positive role model for shelter residents.
3. Treat residents of the shelter with dignity and respect.

Qualifications:

This position requires a minimum of a High School degree or the equivalent. Ideally, the individual will have at least one year of experience working in a social services setting.

Must be able to deal effectively with multiple problems and crises. Dependability and reliability are crucial to this position. Individual must have good communication skills, good documentation and organizational ability. Also required is the ability to recognize general client problems and issues such as drug/alcohol use and aggressive behavior. Must have the ability to lead other staff and project image of positive role model.

Physical Demands:

The physical demands described in this section are representative of those that must be met by an employee to successfully perform the essential functions of this position. While performing the duties described herein, the employee is regularly required to talk, hear, stand, walk, maneuver stairs, sit, stoop, kneel, crouch and crawl. The employee must occasionally lift and/or move up to 40 pounds. Specific vision capabilities required by this position include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.

Work Location/Environment:

Most of the work for this position takes place at either:

701 Madison Street
229 Norris Street
Chester, PA 19013

This position involves work at the above two sites.

While performing the duties of this position, the employee is occasionally exposed to wet and/or humid conditions and outside weather conditions. The noise level in the work environment is generally moderate.

The statements contained herein describe the scope of the responsibility and essential functions of this position, but should not be considered to be an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other areas to cover absences or relief to equalize peak work periods or otherwise balance the workload.

I certify that I have read this position description and understand my duties and responsibilities as stated herein. I further understand that this job description does not in any way constitute a contract for continued employment. Community Action Agency of Delaware County, Inc. maintains an at-will policy of employment, which means that employment and compensation may be terminated with or without cause and with or without notice at any time at the option of either the employer or the employee.

Employee Signature

Date

Supervisor Signature

Date

To apply for this position, send a resume with cover letter to:

Human Resources
Community Action Agency of Delaware County, Inc.
2nd & Orange Streets
Media, PA 19063

Fax #: 610-565-9332

E-mail: mitchellr@co.delaware.pa.us

Updated 09/25/2012