

Berks Counseling Center – Job Description

Position Title:	TRANSITIONAL HOUSE MONITOR	FLSA Status:	NONEXEMPT
Department:	HOUSING	Status:	PART TIME
Accountability:	LEAD CASE MANAGER	Creation/Revision Date:	APR 2016
Primary Location:	BCC		

General Summary

This position will provide monitoring of house guests, notifying case manager as to rule compliance and serve as a role model, living by example for the clients.

Minimum Qualifications

Female required; 18 years or older required; Self-identified person in recovery and/or have knowledge of recovery and issues faced by those with serious mental illness required.

To perform this position successfully, an individual must be able to perform each essential function satisfactorily. The requirements are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made.

Knowledge, Skills, and Abilities

- This person will have personal experience of recovery and or have knowledge of recovery.
 - Knowledge of issues faced by those with serious mental illness.
 - Knowledge of 12 step programs.
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Essential Job Functions

1. Communicate, both written and verbal with case manager and other house monitor to keep updated on what is happening in the house.
 2. Physically check to ensure clients are in units.
 3. Ensure chores are completed satisfactorily.
 4. Provide monitoring of house guests and serve as a role model at all times.
 5. Provide orientation to guests in reference to program and house rules.
 6. Participate in appropriate team meeting upon request.
 7. Monitor resident's adherence to house rules on a consistent and fair basis.
 8. Respond to crisis situation according to guidelines established.
 9. Consult with case manager on a regular basis to assure that recovery status of house is maintained.
 10. Perform drug screens upon request of housing case manager and if suspicion of client use.
 11. Maintain abstinence from alcohol and all mood altering drugs. Violation will result in immediate termination of employment and immediate vacating of premises.
 12. Perform related duties as required.
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Physical Requirements

- SEEING: Must be able to see well enough to read reports and perform job functions.
- COMMUNICATION: Must be able to communicate to clients, vendors and coworkers.
- MOBILITY: Must have mobility to move about the agency. Must have mobility to move about the community.
- LIFTING/PULLING PUSHING: Must be able to lift up to 50 pounds.
- OTHER: Must be able to write.

Note: The statements herein are intended to describe the general nature and level of work being performed, but are not to be seen as a complete list of responsibilities, duties, and skills required of personnel so classified. Also, they do not establish a contract for employment and are subject to change at the discretion of Berks Counseling Center. Berks Counseling Center is an equal opportunity employer.

TRANSITIONAL HOUSE MONITOR: Signature / Date

LEAD CASE MANAGER: Signature / Date

PRINTED NAME

PRINTED NAME