



# GENERAL JOB DESCRIPTION

## TITLE: On-Call Residential Monitor

**Magnolia Women's Recovery Program** is a community-based non-profit 501(c) organization. We provide a safe transitional haven for women with children, pregnant and postpartum women overcome substance use and mental health issues.

**Job Summary:** Supports the organization's mission, vision, and values by exhibiting the following behaviors: excellence and competence, collaboration, innovation, commitment to our community, and accountability and ownership.

**Status:** On-Call (days and times vary)

**Supervisor:** Program Manager

**Positions Supervised:** None

**Anticipated Hours:** Varies per shift (swing shift, overnight shift, weekend shift)

**Pay:** Hourly, Semi-monthly

**Knowledge:** An understanding of addiction & recovery and facilitation of educational groups.

**Skills:**

- Excellent interpersonal skills, ability to multi-task
- Crisis intervention skills, ability to maintain healthy & appropriate treatment boundaries
- Utilization of computer for documentation and Communication
- Ability to be a proactive team player, and able to represent the agency
- Commitment to working in a diverse workplace, and self-awareness regarding issues of race, ethnicity, class, sexual orientation, gender identity, religion/spirituality and disability

### Tasks & Responsibilities:

1. Maintaining shift coverage, supervision and support of residential clients, setting and contributing to the safety and security of the clients and the facility.
2. Enforcing program rules, policies, and procedures.
3. Guiding clients and facilitating appropriate behavior about daily living skills, self-care, personal interaction, social relationships and constructive time management.
4. Conducting regular rounds of the facility and interacting with participants to share information, provide supplies, and facilitate interventions as necessary.
5. Address negative behaviors with a positive attitude.
6. Conduct and/or monitor educational groups as assigned (day & evening shifts).
7. Perform periodic inspections of the facility and develop corrective action plans to address problems.
8. Supervise client activities including breaks, work assignments, recreational activities, and other activities.
9. Perform minor maintenance/cleaning. Oversee and participate in the cleaning of the home.



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10. Ensure chores are completed; inspect house for health and safety hazards.
11. Supervise or monitor the preparation of meals.
12. Document activities in accordance with agency practices. Daily logging regarding clients' behavior and whereabouts, incident reports, maintenance requests, medication charting, if needed, police and missing persons' reports for clients still missing at night, and similar responsibilities.
13. Supervise clients during activities off site.
14. Maintain confidentiality, as per agency practices and confidentiality law.
15. Perform support functions such as filing, answering telephone calls, and greeting facility visitors.
16. Monitoring visitation sessions.
17. Planning and conducting special activities, as assigned.
18. Transport clients.
19. Other duties as assigned.

### Minimum Qualifications:

- One-year relevant experience and an associate's degree in a related field or a combination of experience and education.
- Current certification in CPR & First aid by the American Red Cross or another approved provider. Must maintain certification as a condition of ongoing employment.
- Must possess and maintain a valid California Driver's License.
- Must be able to physically respond to clients' needs in the event of a crisis situation.
- Must have basic computer knowledge/skills. Maintaining our electronic client records system, is required.
- Must be able to attend the program's mandatory weekly staff meeting.
- Must be able to obtain a Department of Justice (DOJ) clearance. Individuals with serious criminal offenses in their background may not be able to obtain a DOJ clearance.
- Must maintain valid car insurance.

### Desired Qualifications:

- Bachelor's degree in addition to minimum qualifications.

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified.

The selected applicant must be able to work in a fast-paced environment with demonstrated ability to juggle and prioritize multiple, competing tasks and demands and to seek supervisory assistance as appropriate.

**TO APPLY:** Send cover letter and resume to [info@magnoliarecovery.org](mailto:info@magnoliarecovery.org). No phone calls, please.