

## **POSITION DESCRIPTION**

Position: Live-In Monitor (on-call)  
Program: Client Housing (various programs)      Status: Non-Exempt  
Reports to: Program Director      Date Prepared: 12/2018

### POSITION SUMMARY:

The Live-In Monitor is responsible for the safety of the facility, urgent maintenance requests, oversight of vendors on site, and maintaining positive relationships with the residents of the property. The live-In Monitor will, at their own expense, move from site to site and will be given a seven (7) day notice to do so. There is no set time schedule and work may be assigned or requested any time, twenty-four hours, seven days a week.

### OBJECTIVES/ACTIVITIES:

- A. Responsible for property oversight, safety and security.
  - 1. Inspect property daily to ensure building and grounds are properly maintained and notify director of any repairs needed in a timely manner.
  - 2. Perform security walks and enforce precautionary policies and procedures.
  - 3. Unlock units for deliveries.
  - 4. Meet and escort vendors as needed.
  - 5. Assist with moving of furniture and housewares for move-ins and deliveries.
  - 6. Manage any overnight concerns with residents and respond to emergencies as needed.
  - 7. Keep entry and common areas clean.
  - 8. Water planters and flower boxes as needed.
  - 9. Maintain an above average working knowledge of fire, safety, and health standards.
  
- B. Responsible for self-development.
  - 1. Continually learn and enhance technical and interpersonal skills.
  - 2. Attend all mandatory training and meetings as assigned.

### EQUIVALENT EDUCATION AND EXPERIENCE:

Knowledge and physical ability to perform janitorial and simple maintenance tasks. This position requires demonstrated ability in record keeping and good written and verbal communication skills. Prior experience is required in human services with knowledge of problems unique to minorities, persons with disabilities, and persons with substance abuse, mental health, low income, and the general homeless population. CPR/First Aid certification is required within 90 days of employment, re-certification as necessary and T.B. testing annually. A valid California Driver's License, clean driving record and proof of insurance is required.

### SPECIFIC SKILLS REQUIRED:

Excellent oral and written communication skills  
Ability to assist other people  
Professional demeanor  
Organizational skills  
Analytical and decision making ability  
Computer Skills

PHYSICAL REQUIREMENTS:

Lift and move up to 30 pounds  
Stand, walk and sit frequently  
Bend and stoop occasionally

NATURE OF SUPERVISION RECEIVED:

Daily activities are performed independently with guidance and direction from Program Director. Must be able to work independently toward attainment of operational goals and contract compliance.

SUPERVISION EXERCISED:

No staff assigned at this time.

RESPONSIBILITIES FOR BUSINESS CONTACTS:

This position requires contact with county/state/city and business entities, residents, and outside service providers. The Live-In Monitor is responsible for promoting company image and providing advice on company practices and procedures, while establishing and maintaining good working relationships with all residents. Tact, discretion, and resourcefulness are required at all times.

FINANCIAL RESPONSIBILITY:

This position has no significant financial responsibility.

NUMBER OF EMPLOYEES:

No employees report to this person.

**This Live-In Monitor job description does not constitute a written or implied contract and may be changed as business needs arise.**

Indicate anything that would keep you from meeting the job duties as outlined above.

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Employee Signature \_\_\_\_\_

Date Signed \_\_\_\_\_