
Job description

House Monitor

Position Vacancy Announcement

EMPLOYMENT PREFERENCE: Preference given to District of Columbia residents; additional preference given to Wards 5 or 6 residents; to be granted preference, an applicant must: (1) be qualified for the position; and (2) submit evidence of residency at the time of application.

MISSION: To Strengthen Families and Build Vibrant Communities in Washington, DC.

BRIEF DESCRIPTION OF DUTIES: The Edgewood/Brookland Family Support Collaborative is seeking House Monitors for part-time evening, weekend and overnight positions. House Monitors will be responsible for providing family strengthening and support services with identified families and their children in order to promote their safety, well-being and successful transition from a short-term housing program located in NE DC. This position utilizes a strengths-based perspective to plan, implement, and coordinate services and activities for program participants. The House Monitor will monitor the activity of program participants on an assigned shift to ensure safety, security and compliance with house rules. S/he will also monitor the condition of the house, surrounding areas, and equipment to ensure they are in good working order, clean, and safe for use.

Edgewood/Brookland uses a strong 'Results First' focus to ensure all employees have clarity on the agency's desired results and what they are to achieve in their position. E/BFSC intentionally emphasizes individual and team results and outcomes, in addition to job duties and activities. All activities are conducted in accordance with the organization's established policies and procedures, contract requirements, legal requirements, and best practice standards.

QUALIFICATIONS REQUIRED:

High School Diploma or GED; minimum one-year experience social service work, preferably in a residential setting, or any equivalent combination of training and experience which provides the required knowledge, skills, and abilities.

SKILLS and COMPETENCIES REQUIRED:

- Knowledge of general office procedures and practices
- Knowledge of basic recordkeeping practices and procedures
- Ability to communicate effectively with clients in order to lead and motivate behavior
- Effective written communication skills
- Effective interpersonal skills
- Effective problem-solving skills
- Ability to work independently and with limited supervision while enforcing established policies and procedures
- Personal computer proficiency (Microsoft Office preferred)
- Demonstrated cultural competence and responsiveness

OTHER REQUIREMENTS: Valid driver's license, copy of driving record, and proof of valid auto insurance; FBI Clearance, local police clearance, DC and local Child Abuse Registry Clearance; TB Screening; Drug and Alcohol Screening.

PHYSICAL REQUIREMENTS: This is largely a sedentary position that requires the ability to speak, hear, see, and lift small objects up to 10 lbs. May require the ability to travel locally and/or regionally and navigate stairs, etc.

The above statements are intended to describe the general nature and level of work being performed by the individual(s) assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required. Management reserves the right to modify, add, or remove duties and to assign other duties as necessary. In addition, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

Job Type: Part-time