



Residential Monitor

The Jude House, Inc

JOB TITLE: Residential Monitor

DEPARTMENT: Operations/Security

Under the general supervision of the Residential Manager, the Residential Monitor will be responsible for executing all duties on a professional level and works closely with Staff and Clients. This position carries out responsibilities in the following areas: primary responsibility is to afford support to the clients that will ensure their safety always and implement the rules that are mandated or in practice in accordance with the Jude House Policy and Procedures. The Residential Monitor will enforce emergency plans/safety practices; comply with the health service policies and procedures with all clients. The objective of the Residential Monitor is to provide direction and guidance that will assist clients to align them with the rules and guidelines of the Jude House Long-Term Residential Substance Abuse Treatment Program. All other duties as assigned.

GENERAL JOB DESCRIPTION

Represents The Jude House in a positive way within the organization, its clients and in the community.

MAJOR DUTIES AND RESPONSIBILITES

As a residential monitor, it is expected to provide constant supervision and guidance for clients that promotes responsible behavior or thoughts.

Supervises and leads clients in daily chore completion; Provides support to clients experiencing mild mood or emotional tensions, unpleasant thoughts, and other minor stressors related to their chemical dependency recovery, when clinical team is not available.

Enforces placement/privileges for treatment and rehabilitation of clients within phase treatment structure.

Provide Medication Monitoring in the absence of medical team; Documents clients self-administration of medication on client's medication record/medication.

Make situational decision(s) that are time sensitive.

Responsible for supervising indoor and outdoor activities of the clients.

Serves as the Community Outreach representative and Recovery Group Facilitator

Serves as the client liaison for court appearances

Maintain Health Insurance Portability and Accountability Act (HIPAA) compliance for client, staff, and facility.

Provides information to visitors/callers based on confidentiality practices.

Follow appropriate policies and procedure outlined in the personnel manual, staff handbook and staff operations manual.

Monitor clients and facility by fostering an environment that ensures adherence to policies and procedures outlined in the client handbook.

Enforce visitation guidelines; restrict entry of persons or packages in accordance with policy and procedures.

Conduct weekly 100% random urinalysis by following the specimen collection protocol (Visually observe); ensuring shipping process is adequately completed in the absence of the Lab Tech.

Conduct breath tests of selected clients as needed.

Perform two-person, room, and property searches in accordance with policy and procedures.

Maintains the functionality of the Drug Testing room and process (I.e., adequate supplies, current rosters, and operational equipment

Ensure and maintain the security of the facility (both internal and external), clients and visitors.

Using emergency plans/safety practices, documents all reportable incidents in emergency/safety manual.

Perform hourly visual checks on each client's (Census) in the building and log data in the daily book.

Ensure that any client that is not in the building is accounted for and their absence is communicated in the Daily Logbook and on the Census Report.

Conduct appropriate shift change; reviews entries in the facility monitoring/shift pass-on log at the start of each shift.

MINOR DUTIES AND RESPONSIBILITIES

The ability to stand for long periods of time; Ability to be flexible with weekend shifts and holiday shifts

QUALIFICATIONS FOR THE JOB

Education:

HS Diploma/GED

Experience:

Working with an ERM System

Microsoft 365 Suite

KEY COMPETENCIES

Communication skills

PHYSICAL REQUIREMENTS

50 lbs

Signature Approved By:

Date Approved:

Date Last Reviewed:

Last Reviewed By:
