



Job Description – Housing Monitor

Reports To: Veteran Communities Program Manager

This position lives on property and monitors client safety as needed.

Duties and Responsibilities:

1. Be available to work as needed.
2. Conduct daily Health and Safety Inspections of the property.
3. Ensure property security
4. Help Veterans with life skills as needed.
5. Document observations of Veterans activities and behavior.
6. Complete Incident Reports as necessary.
7. Provide First Aid/CPR, if needed.
8. Clean empty rooms/units, do laundry, and clean offices as outlined by managers.
9. Attend additional training/education to continue to improve skills and provide quality client services.
10. Other duties as assigned.

Qualifications:

1. GED/High school diploma
2. Strong communication, administrative and interpersonal skills.
3. Ability to obtain and maintain First Aid/CPR certification.
4. Responsible, dependable and motivated.
5. Veteran status a plus.