



Opening doors to
housing and recovery.

Job Description – Part Time Housing Monitor

Reports To: Veteran Communities Program Manager

This position is to monitor client safety.

Duties and Responsibilities:

1. Be available to receive new residents from the VA
2. Assist Orientation and Intake of New Arrivals
3. Conduct daily Health and Safety Inspections of the property
4. Conduct safety checks every 2 hour of all public spaces
5. Crisis Intervention
6. Maintain continuous security of property, facility, Veterans and staff
7. Monitor the entrance to the facility
8. Interact with Veterans regarding diet, cooking, exercise, safety, etc.
9. Cleaning vacant units as needed
10. Assist with Laundry as needed
11. Document observations of Veterans activities and demeanor.
12. Complete Incident Reports as necessary.
13. Provide First Aid/CPR, call 911 if needed
14. Attend additional training/education to continue to improve skills and provide quality client services
15. Demonstrate flexibility in completing other tasks to improve team performance, as needed
16. Other duties as assigned

Qualifications:

1. GED High school diploma
2. Must have strong communication, administrative and interpersonal skills.
3. Must have strong Microsoft Office computer skills-(Word, Outlook, Excel).
4. Must have a valid Arizona driver's license, proof of auto insurance and reliable transportation.
5. Must have ability to obtain and maintain First Aid/CPR certification.
6. Must be strongly motivated, show initiative and exercise critical thinking skills.
7. Must be responsible and dependable, committed to a team approach.
8. This position is Saturday, Sunday and Holidays 12 noon – 9:00 pm.
9. Bilingual, Bicultural and/or Veteran status a plus.

Updated: 10/6/2020