

**Los Angeles Centers for Alcohol and Drug Abuse (L.A. CADA)
Custody to Community Transitional Reentry Program
Santa Fe Springs, CA**

**Job Description:
Monitor**

Status:	Full-Time	Reports to:	Program Director
Schedule:	Tues-Saturday	WC Classification	8804
Hours:	3:00pm-11:00pm	Salary:	\$11.48/hour
FLSA Status:	Non-Exempt	Schedule & Step:	511-22 Step 1A

Position Summary: This position oversees the general supervision of program participants, program and facility operations, and the transportation needs of the CCTRP.

Essential Job Functions:

- Serve as monitor staff during assigned day, evening or overnight shift.
- Oversee and supervise all program and facility operations during assigned shift.
- Maintain a daily log of all activity and including any incidents of a security or safety nature.
- Respond to after hour emergencies which include contacting administration or proper authorities in medicine, psychiatry, or the Department of Corrections.
- Maintain the safety and security of the facility.
- Responsible for key control during shift.
- Conduct random and requested UA tests for residents.
- Participate in daily shift exchange including documenting in facility log at the end of each shift and thoroughly reviewing log at the start of the shift.
- Perform other duties as assigned by the Supervising Counselor.

The candidate must possess knowledge and skills in providing trauma informed and gender responsive services including the following:

- Be able to take trauma into account during the process of interacting with clients.
- Avoid triggering trauma reactions and/or re-traumatizing clients.
- Adjust own behavior and control own feelings in order to allow clients to learn how to manage trauma symptoms and be able to benefit from program services.

Qualifications:

- Must be at least twenty-one years of age.
- Trained to recognize the symptoms and signs of substance abuse and to respond to drug overdose and provide documentation used to meet this requirement within 30 calendar days of hire.
- Not currently on probation or parole. Must be discharged for at least three years.
- Ability to work well in a team environment.
- Good interpersonal skills.
- Effective communication skills including good speaking and writing.
- Attention to detail; ability to exercise good judgment and discretion.
- Strong computer skills and proficiency in all Microsoft Office applications.
- Valid California Driver's License and proof of personal auto insurance is required. Hire is contingent upon agency insurability.
- Must be able to pass a criminal history background screening (Live-scan), and receive clearance from the California Department of Corrections and Rehabilitation; as well as maintain annual CPR Certification, First Aid Certification, physical exam, and Tuberculosis test results.

Education:

- High school diploma or G.E.D equivalent.

Working Conditions:

- Work is primarily performed in an office.
- Transportation to appointments for clients is required.
- Some outdoor activities may be required
- Work is in a busy environment in the confines of the Department of Corrections.

I confirm that I meet the qualifications and educational requirements of this position and agree to the above terms and conditions of the job. Furthermore, I will fulfill the duties of this position in accordance with contractual funders and agency policies.

ACKNOWLEDGEMENT:

Signature

Date