

**51st, 119th, 340th and 391st JUDICIAL DISTRICT
COMMUNITY SUPERVISION AND CORRECTIONS DEPARTMENT**

Website: www.conchovalleycscd.org

OPENING DATE: 9/7/11 CLOSING DATE: Open Until Filled

POSITION: Resident Monitor

IMMEDIATE SUPERVISOR: Resident Monitor Shift Leader

SALARY: \$22,673.76 annually (commensurate with experience)

DEPARTMENT/LOCATION: CVCSCD-CCF/Male & Female Facility

POSITION OVERVIEW:

The Resident Monitor works under the guidance of the Resident Monitor Shift Leader for at least a 40 hour week. The Resident Monitor will monitor, supervise and record activities of the residents to ensure compliance of the facility's procedures and rules and compliance of residents' community supervision conditions. The Resident Monitor will oversee specific elements of the intake, orientation and discharge of residents and will assist in addressing the needs of the residents.

THE CONCHO VALLEY CSCD IS A DRUG FREE WORK ENVIRONMENT. ALL PERSONS SELECTED FOR POSSIBLE EMPLOYMENT SHALL SUBMIT TO A DRUG SCREEN FOR CONTROLLED SUBSTANCES PRIOR TO EMPLOYMENT, FAILURE OF THE DRUG SCREENING WILL RESULT IN AN IMMEDIATE WITHDRAWAL OF ANY AND ALL OFFERS OF EMPLOYMENT.

CRIMINAL INVESTIGATION OF PROSPECTIVE EMPLOYEES IS CONDUCTED.

DUE TO THE VOLUME OF APPLICATIONS ANTICIPATED, ONLY THOSE PERSONNEL TO BE INTERVIEWED WILL BE CONTACTED. THANK YOU FOR YOUR INTEREST IN WORKING FOR THE CONCHO VALLEY COMMUNITY SUPERVISION AND CORRECTIONS DEPARTMENT.

APPLICATION PROCEDURE:

Qualified candidates must complete an application that may be obtained from the Concho Valley CSCD website or the office listed below. Applications will be accepted in person, by mail or by fax.

Concho Valley Community Supervision & Corrections Department
Jeana Lacy, Human Resources Director or Nancy McClain, Human Resources Administrative Assistant
www.conchovalleycscd.org
3036 N. Bryant Blvd.
San Angelo, TX 76903
325/658-6346 (fax)

The Concho Valley Community Supervision & Corrections Department is an Equal Opportunity Employer

**CONCHO VALLEY
COMMUNITY SUPERVISION AND CORRECTIONS DEPARTMENT**

RESIDENT MONITOR

PRINCIPLE DUTIES AND RESPONSIBILITIES:

1. Monitors, supervises and records CCF resident activity, including but not limited to: dining, physical training, recreational activities, community service restitution, extra duty, volunteer duty, AA meetings, visitations, departures, deviations and arrivals regarding passes, classroom attendance, distribution of medications.
2. Conducts head counts of CCF residents.
3. Conducts inspections of rooms and lockers of CCF residents.
4. Conducts thorough physical pat downs and strip searches of CCF residents.
5. Obtains breath/urine samples from CCF residents.
6. Upon being made aware of (personal observation or third party notification) rule violation or extraordinary positive behavior, resident monitors shall immediately notify (either verbally or in writing) CCF residents of said behavior.
7. Enforces sanctions imposed on CCF residents by the CCF disciplinary board or other authority.
8. Issues supplies and equipment to CCF residents according to policies and procedures.
9. Assists in transportation of residents to school, work or other appointments.
10. Receives and receipts accounts payable by CCF residents and secures all monies in the CCF safe.
11. Conducts security and safety surveillance of CCF facility and grounds.
12. Registers visitors/vendors and monitors their activity while on facility property.
13. Implements/monitors emergency disaster/medical drills as required.
14. Receives and appropriately directs all incoming calls.

15. Is knowledgeable of and uses Universal Precautions when dealing with residents.
16. Conducts self in a professional manner with colleagues in the criminal justice system, with offenders, with victims, and with the public.
17. Complies with TDCJ-CJAD Code of Ethics.
18. Performs other duties as required.

MINIMUM QUALIFICATIONS:

Have acquired a high school diploma or GED

Ability to meet the physical demands of the position which may include bending, pushing, pulling, lifting up to 50 pounds, standing and/or sitting for extended periods of time

Ability to work in stressful situations

Ability to operate various office equipment and equipment needed to assess residents

Ability to travel as required

Ability and training to administer CPR and/or first aid in an emergency situation

Have the ability to utilize a personal computer

Be able to work independently and efficiently

Possess skills to communicate effectively both orally and in writing

Ability to work a flexible schedule to include evenings, weekends and holidays

SPECIAL KNOWLEDGE, SKILLS AND ABILITIES:

Ability to conduct fair and objective investigation

Possess good judgment and sound decision making skills

Ability to project and maintain an image consistent with the aims, goals and philosophy of the Concho Valley Community Supervision and Corrections Department

Ability to effectively and consistently communicate the mission and philosophy of the Department

Ability to take direction and critique from supervisory and administrative personnel

Ability to follow the philosophy, policies, procedures and directives of the Concho Valley Community Supervision and Corrections Department

ADDITIONAL REQUIREMENTS:

Must possess a valid Texas Driver's License (if employee is coming to this position from another state, this requirement must be met no later than thirty days following date of employment)

Must have a telephone number at which they can be reached

Must have access to an automobile in good repair that can be used while on duty

Must have the appropriate automobile insurance

Must maintain appropriate dress and appearance as indicated in Concho Valley Community Supervision and Corrections Department policies