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| <b>Job Title</b>          | House Monitor   |
| <b>Employer/ Agency</b>   | Angela House  |
| <b>Job Description</b>    | <p>This is a part-time position. Night and weekend House Monitors assist residents with translating their long term goals into practical daily actions. Supervising residents and enforcing compliance with safety and transitional program standards is a vital role of the House Monitor. Documenting the daily activities of each resident and offering guidance and encouragement to the residents as they work toward achieving their independence offers each resident the optimum opportunity for success.</p> <p>Must maintain accurate and complete records containing pertinent information. Must ensure that the facility is maintained in a neat and proper order.</p>  |
| <b>Qualifications</b>     | <ul style="list-style-type: none"> <li>• Minimum of a high school diploma. Some college coursework preferred, including courses related to or including social work, psychology, sociology, and human behavior disciplines.</li> <li>• Two years minimum work experience working with homelessness, transitional housing or related work preferred.</li> <li>• A working knowledge of Windows, Word, Excel, and other computer software as required to perform the job duties.</li> <li>• CPR/AED First Aid Training</li> <li>• Exceptional organization and time management skills; proficient in oral and written communication</li> <li>• Able to work any shift within a 24 hour period including evenings, weekends, and holidays as assigned.</li> <li>• Employee must be able to bend, stand, sit, and stretch for extended periods of time, climb stairs, and lift of to 50 pounds without assistance.</li> </ul> |
| <b>Salary/Hours</b>       | Salary: \$10.00 to \$11.00 /hour  |
| <b>Employer/Agency</b>    | Angela House  |
| <b>Address</b>            | 6725 Reed Road  |
| <b>City, State, Zip</b>   | Houston, Texas 77087  |
| <b>Contact Person</b>     | Tiffany Ross  |
| <b>Contact Title</b>      | Director of Client Services   |
| <b>Telephone Number</b>   | 281-445-9696 ext. 125 (no phone calls please)   |
| <b>Email Address</b>      | <a href="mailto:tross@angelahouse.org">tross@angelahouse.org</a>  |
| <b>Application Method</b> | Email Tiffany Ross at <a href="mailto:tross@angelahouse.org">tross@angelahouse.org</a>  |

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| <b>Opening Date</b> | September 4, 2018 |
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