



COMMUNITY SUPERVISION AND CORRECTIONS
DEPARTMENT TAYLOR, COLEMAN, AND CALLAHAN
301 Oak Street
Old Taylor County Courthouse
Abilene, Texas 79602
(325) 674-1247

Michael D. Wolfe
Director

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- POSITION:** Residential Monitor
- SALARY:** \$25,364 Annually
- BENEFITS:** Health (100% of employee's premium paid; 50% of dependent's premium paid), Dental, Short and Long Term Disability, Life, Dependent Life, Retirement, Annual/Sick/Emergency/Birthday Leave
- DUTIES:**
- Monitors the functional operation of the Residential Facility's program and facility under the guidance of his/her assigned Shift Supervisor.
 - Enforces all Residential Facility policies and Rules and Regulations.
 - Observes and monitors residents' behavior and activities.
 - Reports all prohibited acts to the assigned Shift Supervisor and/or the appropriate Supervision Officer.
 - Maintains a chronological written record of events that occur during his/her shift in the Shift Log Book.
 - Coordinates and controls resident sign in/out procedures.
 - Accounts for all residents during his/her shift through formal and informal counts of residents.
 - Controls contraband in the Center through observation, room searches, pat-down searches, and strip searches.
 - Obtains urinalysis and performs breath analysis test to monitor residents' substance abuse.
 - Monitors and ensures that residents' extra duty assignments are complied with as directed.
 - Assigns, monitors and inspects residents' room and household chores assignments to ensure Residential Facility cleanliness.

Patrols the Residential Facility and perimeter for safety and security purposes.

Performs partial intakes on new residents.

Issues and exchanges linen.

Enforces hygiene practices with the resident population.

Conducts curfew and wake up of residents at designated times.

Assists when required in the transportation of residents at designated times and to designated locations.

Assists residents with problem solving and provides supportive assistance.

Organizes, assigns and documents residents' Community Service Restitution (CSR) project assignments.

Ensures that residents' fire and other safety procedures are observed including fire drills as directed.

Utilizes cognitive skills training and applies techniques to improve communication and effectiveness with residents.

REQUIREMENTS: High School Diploma or GED. Proof will be required prior to offer of employment. Must provide proof of liability insurance. Must be able to communicate effectively both orally and in writing. Must possess skills in first aid, record keeping, leadership and the ability to deal with people.

PROCESS: Interested individuals may obtain an application from Taylor County Community Supervision and Corrections Department, 301 Oak Street, Abilene, TX or from www.taylorcsd.org. Applications should be returned to:

Community Supervision and Corrections Department
ATTN: Jessica Tipton, Human Resource Representative
Old Taylor County Courthouse, 2nd Floor
301 Oak Street
Abilene, TX 79602