



**BOWIE COUNTY COMMUNITY SUPERVISION  
AND CORRECTIONS DEPARTMENT**

5<sup>th</sup>, 102<sup>nd</sup>, and 202<sup>nd</sup> Judicial Districts / County Court at Law  
100 N Stateline Ave. Box 12  
Texarkana, Texas 75501  
(903) 798-3052

Terri Giles  
Director

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**Job Posting**

**Position:** Substance Abuse Treatment Facility (SATF) Resident Monitor

**Location:** Bowie County Recovery Center, 141 Plaza West, Texarkana Texas 75501

**Job Summary:** Requires constant monitoring/supervision and documentation of SATF residents' activities to ensure compliance with the facility's procedures/rules and compliance with conditions of supervision. Resident Monitors must have constructive interaction with SATF residents to be responsive to resident needs. Resident Monitors shall employ a spirit of common sense and courtesy to develop and maintain a professional, positive working relationship with SATF residents and SATF staff.

**Working Conditions/Physical Demands:** The Resident Monitor works a minimum 40-hour week under stressful conditions to accomplish job related tasks. Flexible hours and shift work required. Schedule may include evenings, nights, weekends, and holidays. Must be able to sit or stand for extended periods of time, be able to bend, stoop, push, pull, lift, and move about the facility periods of time and freely and unassisted. May be required to lift up to fifty (50) pounds on occasion. Must be able to travel in/outside the city environment with little notice to attend training and/or participate in program development seminars. Must be capable of delivering CPR/First Aid and responding to emergency situations (physical and natural) as needed.

**Responsibilities:**

- 1) Duties and responsibilities as described in the above job summary.
- 2) Prioritize all assignments and complete assignments in timely manner.
- 3) Responsible for certain elements of the intake, orientation, and discharge process of SATF residents.
- 4) Monitors/supervises and records SATF resident activity including but not limited to dining, physical training, recreational activities, community service restitution, extra duty, volunteer duty, inside AA meetings, visitation, classroom attendance, distribution of prescription/over the counter medication, laundry detail, departures, arrivals and deviations regarding passes.
- 5) Conducts head counts of SATF residents.
- 6) Conducts inspections of SATF resident rooms/lockers.
- 7) Conducts thorough physical pat downs/strip searches of SATF residents.
- 8) Obtains breath/urine samples from SATF residents for screening purposes.
- 9) Upon being made aware of (personal observation or third-party notification) rule violations or extraordinary positive behavior, resident monitors shall immediately notify (either verbally or in writing) SATF residents of said behavior.
- 10) Enforces sanctions imposed on SATF residents by the SATF disciplinary board or other authority.
- 11) Issues supplies and equipment to SATF residents.
- 12) Receives and receipts accounts payable by SATF residents including but not limited to resident fees, transportation fees, and laundry fees. Resident monitors are responsible for securing all monies in the SATF safe.
- 13) Conducts surveillance of SATF facility and grounds for security and safety purposes.
- 14) Register's visitors/vendors into the visitation log and monitors their activity while they are on facility property.
- 15) Implements emergency disaster/medical drills and procedures as warranted.
- 16) Receives all incoming telephone calls.
- 17) Reports to the Resident Monitor Shift Leader all personnel problems.
- 18) Uses universal precautions when dealing with residents as a precaution against contracting infectious diseases including but not limited to: Hepatitis, AIDS/HIV, and sexually transmitted diseases.
- 19) Assists in the transportation of SATF residents to work, medical appointments or other approved destinations.
- 20) Performs other assigned tasks as directed by Resident Monitor Shift Leader or Facility Director.



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**Qualifications:** Must possess a high school diploma or equivalent and supervisory experience in a residential setting. College degree/credits in the field of human behavior, criminal justice, psychology or sociology while not required may substitute for supervisory experience. Must be able to operate a personal computer and associated software. Must possess a valid driver's license and liability insurance. Must have a working telephone at their residence and/or cell phone. Possess effective communication skills (verbal, written and listening). Must meet drug screening/criminal history criteria upon hire and periodic examination.

Applications are online at [co.bowie.tx.us](http://co.bowie.tx.us) under the Employment Opportunities tab. Applications and resumes can be emailed to [stephanie.karr@txkusa.org](mailto:stephanie.karr@txkusa.org) or you may turn them into the Bowie County Recovery Center located at 141 Plaza W. Texarkana, Texas 75501