



**BOWIE COUNTY COMMUNITY SUPERVISION
AND CORRECTIONS DEPARTMENT**
5th, 102nd, and 202nd Judicial Districts / County Court at Law
100 N Stateline Ave. Box 12
Texarkana, Texas 75501
(903) 798-3052

Terri Giles
Director

The Bowie County Recovery Center is currently accepting applications for the following position.

Substance Abuse Treatment Facility (SATF) Resident Monitor

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 will employ a spirit of common sense and courtesy to develop and maintain a professional, positive working relationship with SATF residents and staff.

Working Conditions/Physical Demands: The Resident Monitor works 12-hour shifts as a team to accomplish job-related tasks. Flexible hours and shift work are required. The schedule may include evenings, nights, weekends, and holidays. Must be able to sit or stand for extended periods of time. Must be able to bend, stoop, push, pull, lift, and move about the facility freely and unassisted. May be required to lift 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 a timely manner.
3. Responsible for certain elements of the intake, orientation, and discharge process of SATF residents.
4. Observe and supervise SATF's daily activities to maintain the structure of the facility.
5. Conducts headcounts of SATF residents.
6. Conducts inspections of SATF resident living areas.
7. Conducts thorough physical pat-downs of SATF residents.
8. Obtains breath/urine samples from SATF residents for screening purposes.
9. Reports observed rule violations or extraordinary positive 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 money for SATF residents when the business office is closed.
13. Conducts physical and video surveillance of the SATF facility and grounds for security and safety purposes.
14. Register visitors/vendors in the visitation log and monitor their activity while they are on facility property.
15. Implements emergency disaster/medical drills and procedures as warranted.
16. Receives incoming telephone calls.
17. Reports to the Resident Monitor Shift Leader and Monitor Supervisor of all personnel problems.
18. Uses universal precautions against contracting infectious diseases.
19. Transports SATF residents to work, medical appointments, or other approved destinations.
20. Performs other assigned tasks as directed by Resident Monitor Shift Leader or Monitor Supervisor.

Qualifications: Must possess a high school diploma or equivalent. Supervisory experience in a residential setting is preferred. A 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



**BOWIE COUNTY COMMUNITY SUPERVISION
AND CORRECTIONS DEPARTMENT**
5th, 102nd, and 202nd Judicial Districts / County Court at Law
100 N Stateline Ave. Box 12
Texarkana, Texas 75501
(903) 798-3052

Terri Giles
Director

computer and associated software. Must possess a valid driver's license and liability insurance. Must have a working telephone or cell phone. Possess effective communication skills. Must meet drug screening/criminal history criteria upon hire and periodic examination.

Applications are available online at co.bowie.tx.us under the Employment Opportunities tab, CSCD Application. Or you may pick up an application from the Bowie County Recovery Center located at 141 Plaza W. Texarkana, Texas 75501.

Completed applications and resumes can be submitted via email to stephanie.karr@bowiecounty.org or turned into the Bowie County Recovery Center located at 141 Plaza W. Texarkana, Texas 75501

This position will remain open until filled.