

**Gulf Coast Trades Center
Job Announcement**

Position: Campus Monitor

Position(s) Available: 2 (two)

Opening Date: January 21, 2019

Closing Date: Until Filled

Salary: \$10.50 - \$13.00

Status: Non-Exempt

General Description:

The Campus Monitor (CM) is responsible for promoting a positive and safe environment for GCTC students, personnel, facilities and property. Under the general supervision of the Residential Supervisor, the Campus Monitor maintains safety of people and property on the GCTC campus by patrolling areas and enforcing GCTC rules and regulations. The CM performs safety patrol duties which include checking for safety hazards, vandalism, suspicious activity or persons. Remains alert for emergency situations and provides first-line response, emergency management, and/or referral to off-campus emergency centers. Demonstrates good judgment in enforcing campus policies and procedures. The CM must have the ability to communicate effectively orally, electronically and in writing – through security reports, statements, and in assisting and providing general information to the campus community and visitors.

The CM must have the interpersonal skill to work with the GCTC community of students and staff while providing a caring and nurturing home environment for all students. Must be committed and motivated with the ability to take charge as directed. The CM must have the ability to relay information through accurate reporting and monitoring. The CM must be willing to attend all trainings and meetings as needed to ensure that they are abreast of the necessary techniques to support staff and students in residence. Must model appropriate behavior for staff and students at all times through communication, dress and positive outlook/attitude.

In conjunction with the residential supervisor the CM must ensure compliance with the Center's policies and procedures. Maintain acceptable levels of security and ensure compliance with standards of care established through all local and state regulatory agencies.

Reports To:

Residential Supervisor

Supervises:

None

Qualifications:

- Minimum of one (1) year of related child care experience preferred.
- Must possess a high school diploma or equivalent.
- Must be at least 24 years of age.
- Successfully pass pre-employment drug screen and background check.
- Possess a valid Texas Driver's License and ability to meet agency insurance requirements
- Have the ability to effectively utilize office software.

Specific Duties:

Must possess the ability to:

- Patrols assigned area on foot or in an assigned motor vehicle to ensure personal, building, and equipment security.

- Examines doors, windows, and gates to ensure security; monitors closed buildings for unauthorized persons and/or suspicious activities.
- Performs periodic checks of campus safety equipment and lighting to ensure proper functioning; reports malfunctions as needed.
- Patrols and monitors assigned parking areas.
- Informs violators of campus policy and procedures for infractions.
- Provides escort services for visitors and employees, as necessary; provides other public assistance such as directions and routine information.
- Watches for and reports irregularities, such as security breaches, facility and safety hazards, and emergency situations; contacts emergency responders, such as police, fire, and/or ambulance personnel, as required.
- Remains alert for the presence of unauthorized persons. Approaches suspicious persons and/or notifies law enforcement as appropriate.
- Safeguards and controls loss of campus property.
- Prepares routine, standardized reports and daily logs.
- Performs miscellaneous job-related duties as assigned.
- Reviews Incident Reports, Security Log/Building Check sheets for accuracy prior to submission to Residential Supervisor.
- Performs duties as a trainer of newly assigned personnel on campus dynamics, as required.
- Works closely with the Supervisor, Lead Group Worker, AOD and Law Enforcement personnel should a criminal matter take place on campus.
- Determine need for immediate action as required in response to specific incidents as they occur ensuring the health, safety, and well being of the student and staff population.
- Communicate professionally across all mediums.
- Participate in student voting.
- Provide protection to students while adhering to Center policies and procedures.
- Restrain students when necessary using approved restraint techniques.
- Be able to work as part of a team.
- Other duties as assigned.

CONTACT:

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