



Field Monitor

Department: Field Monitor | Reports to: Accountability Supervisor

The Northwest Regional Re-entry Center (NWRRC) is a non-profit organization which has been in continuous operation since 1964. We operate a 100-plus bed residential re-entry center and provide transitional services to offenders re-entering society from incarceration, for probation clients serving sanctions for violations of their supervised release, and for those under community restoration orders. Our mission is to support, educate and encourage our residents, while they do the work necessary, to develop and implement an Individualized Program Plan that guides them in the successful transition back into their communities/families including finding employment and housing, without reoffending. We are also committed to assuring constant supervision, providing structure for accountability and as a result, protecting the community.

Our Position:

We are seeking an individual with a passion for providing high quality service in a residential and community setting to fill a **full time Field Monitor** position. The Field Monitor position has the specific focus of verifying residents' activities in the community.

The three primary areas of verification activity are: (1) the on-site verification of a resident's employment within seven days of work acquisition; (2) verification and approval of pass sites or home confinement residences; and, (3) accountability checks of residents as requested by other NWRRC or probationary staff. These activities are part of an accountability continuum which encompasses the full range of transitional challenges and expectations for both residents and staff.

The Field Monitor is a critical part of NWRRC daily operations and inmate accountability process. Without the professional and diligent execution of duties related to verification of employment and other activities in the community, NWRRC cannot meet the accountability standards of our contracting agency. The professionalism and civility of the incumbent impacts the resident's ability to understand and comply with program expectations. Likewise, employers cooperate best with verification and accountability standards when those requirements are presented in a professional manner during the verification activities of the Field Monitor. Field monitors provide the emphasis for the primary purpose of the NWRRC program which is the safety of the community.

Responsibilities:

Daily in-facility activities: Communicates with appropriate departments and staff regarding any questions about resident's accountability issues and employment position. Regularly reviews the Alert system log to gain information and insight regarding residents' behaviors in the facility or community.

Effectively schedules field contacts. Contacts person or persons living at the residential address listed as a pass location, home confinement residence, and/or release residence. Determines by interview and visual search if any person living at the residential address has a criminal record or if weapons, drugs, related paraphernalia or alcohol are in the residence and reports result to the Case Managers, Probation officers and Administrators.

Works various hours each week so as to verify employment during the resident's work hours, including evening shifts and weekends when required, as well as to make unannounced contact at home confinement residences and pass locations.

Qualifications:

The Field Monitors report to the Accountability Supervisor. The Field Monitors shall have any combination of experience, emotional maturity, and communication skills allowing them to supervise correctional clients both in the facility and community. The Field Monitor shall have at minimum of one year of college level education and/or training as well as sufficient life and/or professional experience to write reports, communicate orally with staff and residents, and tolerate the emotional demands of supervising and investigating the behaviors of correctional clients. The Field Monitor must be able to communicate with inmates, employers, residents' family members, NWRRC staff and others regarding NWRRC requirements and expectations. The Field Monitor must be an objective investigator, able to conduct surveillance and write accurate and timely reports. As with security personnel, the Field Monitor is encouraged to seek a four-year degree if employment in this position is considered part of a career in corrections or criminal justice. Candidates with prior law enforcement, probation officer or corrections officer experience will be given priority.

Environment:

While the Field Monitor enjoys some relief from intense contact with correctional clients in an institutional environment, contact in the community poses unique safety and communication challenges. The incumbent must be able to accurately estimate the risks posed by specific neighborhoods and residents while those residents are in home confinement status or on pass. Issues of personal safety dictate the level of response to apparent rule violations or illegal behavior. Confrontation regarding problematic behavior is not required, expected or encouraged. The ability and willingness to call local law enforcement into a situation by activating the emergency response system (911) is required.

Required:

- High school diploma/GED
- 18 years of age or older
- Must be available to work any hours, any shift, any day. This includes overtime, weekends, overnight, holidays, and on short notice.
- Must participate and pass our pre-employment screening process, including a Federal background check, state background check, and drug test (includes screening for the use of marijuana).
- Must be fully COVID-19 vaccinated.

Perks:

We offer great benefits and perks to our full-time staff. Here are some highlights on what we offer:

- **Pay:** Industry-competitive wages and the potential for generous merit-based increases and annual cost of living adjustments (COLAs).
- **Medical, dental and vision:** NWRRC pays 100% of the premium cost for the staff member.
- **Retirement:** NWRRC offers an employer-funded SEP-IRA retirement plan. After 1 year, staff receive a 7% employer contribution into their account on a quarterly basis. You can contribute on your own if you want, but NWRRC will still contribute the 7%.

- **Time off:** All fulltime staff receive 6 days of PTO on January 1st (prorated for those hired after the beginning of the year), specific departments receive an additional 6 days of PTO July 1st, and all fulltime staff accrue up to 12 days of additional vacation and 12 days of sick time annually, to start.
- **Tuition Assistance:** Staff who are working on a degree or certificate in a related field of study can apply for this program. NWRRC will cover up to 50% of eligible tuition and course fees.
- **Fitness:** We will pay staff up to \$50 monthly for going to the gym/exercising.
- **Free Meal:** Staff who work over meal service can eat for free from our cafeteria. We have a great food service program!

How to Apply

For consideration, submit a resume and cover letter describing your interest and how you meet the qualifications. Email your submission to Jessica, HR Specialist, at jessicad@nw-rrc.org.

Thank you for your interest in joining our team!

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