



MONITOR

New Home Development
Defiance, Ohio

Mission:

New Home Development Company (NHDC) works to develop, build, construct, renovate, and operate housing units which are to be occupied at whole or in part by adults with mental illness and/or limited incomes.

Job Location:

Upton Heights Apartments- Upton Heights offers permanent, supportive housing to ten qualifying individuals. This apartment building was built in 2016. Upton Heights is the first housing development of its kind in Defiance County. The project blends state of the art supportive housing design with vital on-site support services. Upton Heights houses individuals at risk of homelessness who are recovering from co-occurring mental health and substance abuse diagnoses. The supportive environment will enhance health and recovery.

Job Duties:

The monitor is on-site at Upton Heights who is available to assist tenants with simple needs. The monitor shall perform the following duties and any other duties, which may be assigned:

- Adhere to all policies and procedures developed by NHDC.
- Participate in any required training, attend staff meetings, and pass certification, including CPR/First Aid Certification. Attend refresher courses as required.
- Assist tenants as needed and/or requested by supervisor to promote the health and safety of residents.
- Conduct presentations and activities that support good personal hygiene, daily living skills, social/leisure, community interaction and a fun way to be productive.
- Act as contact person to note tenant complaints and forward issues on to supervisor(s).
- Perform light janitorial/housekeeping duties in common areas.
- Observe tenant behavior and notify case management or supervisor of any issues.
- Enter information in daily shift reports to inform next shift of tenant activity/issues.
- Understand, respect, and follow through with confidentiality requirements for all New Home Development housing participants/tenants.

Qualifications:

- High school diploma
- Self-motivated worker, ability to work independently
- Some experience/knowledge of mental illness.

TO APPLY: Please email resume to jstevens.nhdc@defnet.com or call Monday-Thursday 7am-4pm 419-576-5273.