

THE SALVATION ARMY SAN ANTONIO AREA COMMAND

Job Posting

Date: March 23, 2010

Position/Job Title: Program Aide/Monitor

Department: ESP/THP

Location: Hope Center

Status: Exempt Full Time Part-Time

Hours 29

Job Summary:

- Accepts and processes residents staying in Hope Center overnight
- Monitors the activity of residents on an assigned shift ensuring safety, security and compliance to house rules
- Maintains accurate and complete records and logs containing pertinent information
- Ensures that Hope Center is maintained in a neat and proper order

Qualifications

- High school diploma or G.E.D and one year experience performing security or social service work preferred, or any equivalent combination of training and experience which provides the required knowledge, skills, and abilities.
- Must be computer literate and Bilingual preferred and Must have valid Drivers License.
- Plus, someone who can follow instructions, include themselves to be a team player, understand the fast-paced environment, meet deadlines, input information into the computer on a daily basis, submit reports in a timely manner.
- Overall, handle client crisis on a daily basis and complete office duties simultaneously.

This posting must be posted on all employee bulletin boards for 3 working days. Interested employees needing more information, please call Delilah Marquez 210/ 352-2000 x 257