



JOB POSTING -
November 7, 2016

Matrons - On Call - (Five positions) - Police Department

Essential Functions: Search, feed, and monitor female arrestees and detainees. Provide female arrestees with access to phone calls, blankets, or personal items when requested by police personnel; Ensure the well-being of all female prisoners; Take possession of all articles of contraband; Process all property in accordance with departmental policy; Accompany female prisoners to court if requested; Provide for the well-being of lost or abused children brought into the station; When requested, works with trained personnel on special cases of a sensitive nature involving females or children. Report notable situations to the Commanding Officer.

Knowledge, skills, ability, and other required: Female; Ability to maintain confidentiality; Must be able to read and follow instructions and communicate effectively in writing and orally; **Must be able to report to Police Headquarters immediately upon short notice at any time of the day or night.** Ability to work nights, weekends, and holidays. Must be able to pass a background check including a Criminal Offender Record Information (CORI) check, psychological evaluation, and drug test. Must be able to attend training as required by state law.

Experience required: None

Education, certification, licensure, or other similar required: High school graduation or equivalency diploma.

Knowledge, skills, and abilities preferred: Bilingual English-Spanish preferred

Supervision Received: Work is performed under the general direction of the Chief of Police or the Officer in Charge; all unusual situations or questions are referred to supervisor.

Supervisory responsibilities: None.

Job Environment: Holyoke Police Station

Physical Requirements: Performs body searches of female prisoners; Physically defends self from prisoners; Regularly required to access all levels of the Holyoke Police Station; Manually operates standard office equipment. While performing the duties of this job, the employee is frequently required to stand, sit, and use hands. The employee is occasionally required to walk, reach with hands and arms, and talk or hear. The employee must occasionally lift and/or move up to 20 pounds. *The physical demands described here are representative of those that must be met by an employee to perform successfully the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Hours: Per Diem, (no set schedule) on call 24 hours per day, nights, weekends, and holidays

Employment status: Regular employment

Fair Labor Standards Act (FLSA) status: Non-Exempt (hourly)

Pay rate: \$ 13.39 per hour, paid biweekly

Employee Benefits: None

Please apply in person by November 21, 2016 at the Personnel Office, City Hall, 536 Dwight Street, Room #17, Holyoke MA 01040. Or, you may complete the application at <http://www.holyoke.org/wp-content/uploads/2012/12/City-of-Holyoke-Employment-Application-2015-Fillable-using-Internet-Explorer.pdf> and return it to the Personnel Office or to Personnel@Holyoke.org. You may also send a letter or resume to Personnel@Holyoke.org. No phone call inquires, please.

The City of Holyoke is an equal opportunity employer and does not discriminate because of age, ancestry, color, creed, disability, ethnicity, family status, gender, genetic information, marital status, military status, national origin, political affiliation, pregnancy, race, religion, sex, sexual orientation, veteran status, or any other legally protected category. Bilingual applicants are especially encouraged to apply.

For more information about employment with the City of Holyoke, please go to <http://www.holyoke.org/departments/personnel/#extra1-tab>