



JOB DESCRIPTION

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| Job Title: | <u>Safety Officer</u> |
| Reports To: | Emergency Services Manager, Operations Manager and/or Director (as applicable to work location) |
| Position Status: | Part-time, Non-Exempt (16-20 hours per week) |
| Date: | December 2010 |
| Position Summary: | Maintains a safe and secure environment in compliance with security policies and procedures at OCRM facilities for all the students, staff, visitors, and volunteers. |

Support Services & Administration Level CORE Performance Expectations

Ministry & Outcomes

Goals: Students understand what is expected of them; Students experience a seamless system of care; Students become self-sufficient & thriving; Students, volunteers & staff are safe.

1. Adhere to the Mission and Values statements.
2. Infuse the Wild at Heart and Captivating ministry messages into ministry services.
3. Insure that all students and guests adhere to all rules, policies and procedures.
4. Be aware of the twelve core functions of case management which includes intake, orientation, coaching & exit interviews.
5. Be aware support services & programs to as needed to successfully accomplish the student self-sufficiency metrics.
6. Be aware of and maintain safe & secure data collection, record keeping & outcomes measurement.

Facilities, Assets & Equipment

Goals: Strong stewardship of donated resources; Provide ready access to needed resources; Minimize waste of donated resources; and Students, volunteers & staff are safe.

1. Contribute to the maintaining of high levels of utilization of assets and equipment & 90% occupancy of facilities.
2. Contribute to the maintaining the maintenance schedule and maintain a high level of maintenance with all facilities, assets and equipment.
3. Contribute to the maintaining of accurate and appropriate levels of supplies and resources.
4. Carryout regular health & safety inspections.

Financial & Human Resources

Goals: Develop and maintain a high performance level for all staff; Staff members fully understand what expectations are placed on them; Maintain and comply with all government and industry standards; Optimize internal and external relationships; Achieve or exceed income forecasts; Reduce expenses without sacrificing outcomes.

1. Contribute to the provision of staff and volunteer supervision including training & coaching.
2. Contribute towards expense reduction & expense budget management.
3. Contribute towards fiscal year income fund raising goals.
4. Contribute towards friend raising & relationship building internally & externally.

Other Applicable Responsibilities

1. Work directly with students, staff, volunteers and visitors to resolve any conflicts that may occur including reporting all necessary student information to the Case Management Team.
2. Participate in emergency services programs and events, including natural disasters that may require all personnel to be onsite and available.
3. Control and monitor access to OCRM facilities for authorized personnel by maintaining accurate entrance/exit records.
4. Conduct drug and alcohol screenings for students returning from offsite activities in accordance with substance free environment policies.
5. Maintain strict control of all keys and access badges; logging out appropriately and complying with access privileges, including monitoring student evening and weekend passes.
6. Conduct daily patrols and maintain incident logs as outlined in the Safety and Security Procedures Manual.
7. Coordinate, screen and refer residential candidates from partner agencies and church partner relationships, as well as self-referrals (as applicable to work location).
8. Refers residential candidates to external community resources that are determined not to be a fit for programs at the RM (as applicable to work location).
9. Assist residential candidates in completing applications and intake interview forms (as applicable to work location).
10. Provide residential candidates with personal essentials (towels, diapers, etc.) and documents assistance given (as applicable to work location).
11. Coordinate and support ongoing volunteer placement with the Volunteer Manager (as applicable to work location).

These duties are not exclusive and with consideration of the job requirements and employee skills, this job description can be added to or taken away from at the discretion of the employee's immediate supervisor.

Job Skills & Requirements

1. Christ-centered behavior, i.e., treating people with dignity, respect, compassion and integrity at all times.
2. High school diploma or equivalent education and experience.
3. Knowledge and experience working with men, women and children in crisis.
4. Good working knowledge of the Bible.
5. Working knowledge of communications equipment (i.e. paging, radio/walkie-talkie).
6. A pleasant personality to people you are speaking to on the telephone, visitors, and company personnel.

7. The ability to act professionally and think promptly in an emergency or crisis situation.
8. Good verbal and written communication skills including good organizational and administrative skills.
9. Self-motivated and flexible.
10. Ability to recognize and maintain confidentiality of information as appropriate.
11. Hands-on PC compatible knowledge with proficiency utilizing Microsoft Office (Word, Excel, Outlook, PowerPoint, Internet Explorer)
12. Maintain First Aid, CPR, and AED certification.
13. Maintain an acceptable driving record (in accordance with our insurance carrier, less than 2 DMV points on driving record).
14. Regular involvement in a local Bible-believing church.
15. Signed acknowledgment of the OCRM Statement of Faith.
16. Regular timely attendance.

Dress

Due to the high visibility of the position, professional attire may be necessary, based upon individual situations and events. Depending on work location this position may require wearing a uniform shirt. Two (2) uniform shirts will be provided.

I have read and received a copy of my Job Description. I understand this overrides anything I have been given or told in the past. I further understand that I am expected to follow my job as is outlined above and if I have any questions concerning what is expected of me, I will speak with my immediate supervisor.

Employee

Date