

**FACILITY MANAGER
JOB DESCRIPTION**

Full-time or Part-time up to 40 hrs. per week

Position status: Hourly, non-exempt. Reports to Shelter Program Manager

Summary: Ensure that all Haven House Inc. facilities are clean, safe and in good repair

Specific job duties and responsibilities: Following agency protocol as detailed in Haven House's written policies and procedures and specified by funding sources:

Primary job duties include:

- Respond to maintenance needs of shelter and inform Shelter Program Manager of costly maintenance needs
- Develop and maintain a log of shelter maintenance needs
- Develop and maintain relationships with service agents for plumbing, electrical, etc. repairs

Maintenance and repairs

Perform or arrange for routine maintenance and emergency repairs of the physical facility, including electrical systems, plumbing, doors and door locks, gates, walls windows and grounds as needed. Keep available a current list of reliable service and repair companies and individuals.

Safety

Oversee facility safety measures. Perform or arrange for regular safety checks of wiring, appliances, and storage areas. Serve as primary contact for the Fire Marshal. Arrange fire drills. Know and communicate with staff and clients the requirements and procedures for emergencies (such as fire or active shooter) and for storing and using hazardous materials (paints, cleaning supplies, etc.) Ensure that potentially hazardous materials are stored safely.

Operation

Know basic electrical and mechanical arrangement of the facility and maintain operating instructions for appliances and equipment. Communicate instructions to staff and clients as necessary.

Storage

Supervise and coordinate storage building arrangement and access.

Donations

Coordinate donations. Respond promptly to prospective donors and determine whether to accept items or refer donors to other agencies. Provide or arrange transportation for donations, including determining whether donors should deliver to Haven House. Give donor information to Administrative Assistant so thank you letters can be sent. Cultivate community contacts and seek out companies and individual willing to donate goods or services.

Secondary job duties may include:

- Other duties as assigned. (Many Haven House staff members are cross-trained to do tasks other than strictly case management and some may be assigned other duties as appropriate for individual skills and interests or to meet the needs of our clients and our organization.)

Minimum Staff Requirements and Qualifications:

1. Ability to work effectively in a multi-task, crisis-oriented environment
2. Excellent ability to plan and organize tasks and handle unexpected emergencies. Ability to coordinate the work of contractors and volunteers
3. Ability to relate to coworkers, peers, residents and others in a positive and professional manner
4. Must have training regarding cultural awareness relevant to populations being served
5. Satisfactory clearance of criminal background check. TB test with negative outcome
6. Current certification in CPR and First Aid

High School Diploma/GED and provider-specific crisis intervention training. Must be 18 years of age or older. An initial 40-hour DV specific training through the two CYFD approved training entities and/or Victim Advocacy Training (VAT) as approve by VOCA. Twenty (20) hours minimum of ongoing training per year related to target population, crisis management, crisis intervention policies and procedures, and community resources is required. Individuals answering telephones must be trained to screen for domestic violence. Current Valid NM Driver's License.

*Please send resume and letter of interest
by email to roberta@havenhouseinc.org*