



TESSA JOB DESCRIPTION

JOB TITLE: SAFEHOUSE OPERATIONS SPECIALIST
REPORT TO: SafeHouse Manager
TIME REQUIREMENT: 22 hours a week

SYNOPSIS: The person in this position organizes the general household operations of the Safehouse. This person also maintains and coordinates maintenance needs for the Safehouse and vehicle maintenance for TESSA.

RESPONSIBILITIES:

FOOD MANAGEMENT

- Prepare shopping list and purchase food and supplies.
- Assist with light maintenance throughout the Safehouse.
- Contract with outside vendors to complete complex maintenance needs.
- Access community resources (Care and Share) and utilize coupons, price match, etc., to assist in the control of the budget.
- Keep food storage organized and rotated and fully stocked.

VEHICLE MAINTENANCE

- Coordinate company vehicle maintenance and repairs including; requesting and obtaining bids and coordinating any necessary repairs.
- To assure company vehicles are fueled weekly.
- To assure company vehicles are cleaned on a regular basis.
- Assist SafeHouse Manager in assuring vehicles are fully functioning and in good repair.
- Ensure vehicles are fully functioning and in good repair.
- Stay abreast of oil change schedule
- Fuel vehicles weekly.

HOUSEHOLD COORDINATION

- Complete light maintenance throughout the Safehouse.
- Manage house projects as requested by SafeHouse Manager and complete documentation as appropriate.
- Coordinate with Resource Development for the pick-up and storage of donations given to the agency.
- Coordinate with Myron Stratton Maintenance and outside vendors for the maintenance and operations of SafeHouse.
- Maintain organization of storage areas.
- Coordinate household maintenance and repairs including requesting, obtaining bids and coordinating any necessary repairs.
- Check and record refrigerator/freezer temperatures.
- Conducts routine house checks for maintenance issues.
- Coordinate weekly/monthly cleaning of SafeHouse (deep cleaning, carpets, etc.).
- Communicate necessary information in the SafeHouse log book and follow up on notations left there.
- Willingness to bring new ideas to the program for the benefit of the clients, the program, and the budget.



- Be a community liaison with other agencies to provide resources for the SafeHouse.

CLIENT SERVICES

- Adhere to work schedule and be available to provide fill-in coverage, be on call, or take calls at home.
- Perform intake interviews and assessments of women needing safe housing.
- Treats clients with respect, dignity, and empathy.
- Keep all client information confidential as directed by the client.
- Develop knowledge and expertise regarding domestic violence and sexual assault.
- Understands department objectives and how they relate to the goals of the agency.
- Prevents, identifies, and removes discriminatory barriers in services provided.

CULTURAL INCLUSIVITY

- Recognize that we hold attitudes and beliefs that can detrimentally influence our perceptions of and interactions with individuals who are diverse from ourselves.
- Recognize the importance of multicultural sensitivity, responsiveness to, knowledge of, and understanding about diversity.
- Apply the principles of multiculturalism and diversity in training and staff development.
- Apply culturally appropriate skills in all interactions with clients, co-workers, volunteers, partner agencies, and other community members.
- Use organizational change processes to support culturally informed organizational policies & procedures.

OTHER

- Commit to TESSA's organizational mission, vision, and operating philosophy.
- Attend staff and other relevant meetings, trainings, and inservices as assigned.
- Other duties and projects as requested by supervisor.

QUALIFICATIONS AND REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Associates Degree in Social work or equivalent, preferred. High school diploma required. Relevant combination of education and experience may be considered.
- Experience with Domestic Violence and Sexual Assault victims to include children and/or similar populations preferred.
- Available to work weekdays, overnight, weekends, and holidays.
- Excellent organizational, communication (verbal and written), problem solving, listening and interpersonal skills.
- Displays a positive attitude, works well with others, and accepts direction well.
- Attention to detail.
- Ability to work well under stressful and emotionally-taxing circumstances and engage in effective self care.
- Ability to empathize, encourage and guide.
- Current and proficient computer skills.
- Ability to lift 50lbs, intermittently
- Valid driver's license and car insurance.



- Must be willing to complete background checks.
- Ability to read, write and speak English.
- Fluency in Spanish and/or ASL preferred.

To apply, visit www.TESSAcs.org/aboutTESSA/employment.

Printed Name

Signature

Date