JOB DESCRIPTION

Job Title: Site Safety Officer
Department: Lindholm

Reports To: Dusk to Dawn Program Coordinator
Classification: Non-Exempt

Job Summary: Ensures a safe environment by using appropriate action to resolve potential safety, security or site problems. Maintains safety compliance by communicating and enforcing policies and rules. Provides emergency care to participants and staff. Conditions may include darkness, inclement weather, and other emergency situations, and/or threat of bodily harm.

Duties and Responsibilities:
First Aid:
- Administers emergency first aid to participants and staff (i.e. medical incidents, fight injuries, etc.).

Participant Support:
- Communicates safety and security policies to participants, staff and visitors to ensure understand of enforcement procedures and potential consequences of violation.
- Consistently monitors participant behavior to provide a safe environment for all on site.
- Protects participant confidentiality.
- Takes appropriate action to resolve immediate safety/security concerns (fights, accidents, injuries, vandalism, suspicious activities, alarms, etc.)

Training Programs:
- Participates in training related to Housing First, Trauma-Informed Care, Crisis Intervention & Prevention training, Blood borne pathogen training and other trainings deemed necessary to the position.
- Educates staff by scheduling/providing training (conflict resolution, crisis management, critical decision making, threat detection)

Site Security:
- Patrols site (grounds, roads, buildings, parking lot, fences) providing visibility, maintaining security and deterring criminal activities.
- Monitors operation of security cameras for the purpose of ensuring security.
- Address potential crimes to resolve conflicts, take appropriate action and/or initiate a police response
- Prepares documentation (activity logs, incident logs, procedures, etc.)
- Report critical incidents immediately to the Lindholm Director and the Dusk to Dawn Program Coordinator.

Teamwork and Collaboration:
- Encourages staff to report mishaps, hazards and concerns.
- Attends weekly Dusk to Dawn staff meetings.
- Meets weekly with Client Services Coordinator and Dusk to Dawn team.
- Substitutes for other staff when need arises.
### Job Requirements: Core Job Requirements & Top Priorities

<table>
<thead>
<tr>
<th>Behavioral Competencies:</th>
<th>Education &amp; Other:</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Computer skills including Microsoft Word and Excel with the ability to learn new programs.</td>
<td>• Associates Degree preferred</td>
</tr>
<tr>
<td>• Experience with a variety of populations (mentally ill, disabled, substance users etc.)</td>
<td>• Or equivalent in education and experience</td>
</tr>
<tr>
<td>• Ability to listen, solve problems, make decisions, and resolve conflicts.</td>
<td>• Human Services experience</td>
</tr>
<tr>
<td>• Strong interpersonal skills with the ability to be compassionate and firm.</td>
<td>• Experience with persons identified with disabilities.</td>
</tr>
<tr>
<td>• Ability to size-up scene.</td>
<td>• First Aid certificate</td>
</tr>
<tr>
<td>• Knowledge of community resources.</td>
<td>• Required: criminal justice fingerprint and background check.</td>
</tr>
<tr>
<td>• Display tact and courtesy.</td>
<td>• Valid Oregon Driver’s license and vehicle with liability insurance</td>
</tr>
<tr>
<td>• Conducts investigations.</td>
<td></td>
</tr>
<tr>
<td>• Ability to maintain emotional stability under fatigue and/or stress.</td>
<td></td>
</tr>
</tbody>
</table>