

CONNECT, INC.

Job Vacancy Notice

**Become a leader...Become an innovator...**Make a difference in your community and join the premier nonprofit human services company in the region. Come join our team and build a career with SPHS! SPHS continues to be a leader in the human services field for over 50 years and counting, providing a wide variety of services throughout Butler, Fayette, Greene, Washington and Westmoreland counties.

POSITION: Facility Security Attendant (part-time)  
Welcome Home/DWEL  
Greensburg

PAY GRADE: 2

WAGE: \$9.85/hr. (as a minimum)

ESSENTIAL FUNCTIONS:

- Maintains the general security, cleanliness, and order of the assigned emergency residence facility.
- Monitors the evening/weekend operation of the emergency residential site.
- Responsible for locking and opening the residential site at the appropriate times, daily, and ensures the safety of the residential site and residents.
- Performs light housekeeping activities, such as sweeping, dusting, light bathroom custodial tasks, etc.
- Responds appropriately to emergency situations and makes appropriate entries in the shift log.
- Maintains the cleanliness of all common areas of the site and oversees the residents with cleaning when appropriate.
- Adheres to all policies, laws, regulations and codes of ethics and confidentiality as outlined by federal and state laws, and agency policies and procedures.

QUALIFICATIONS:

- Ability to read and write and verbally communicate with effectiveness.
- Must successfully obtain Criminal History Clearance from the PA State Police, Child Abuse Clearance from PA Department of Human Services and FBI Fingerprint Clearances.
- Must not be excluded from participation in Medicare, Medicaid or any other federal health care program.
- Ability to operate household appliances and general cleaning equipment.
- Ability to move and/or lift program equipment and supplies weighing up to 20 pounds.
- Ability to understand and follow supervisory direction.
- Ability to display an understanding and empathetic attitude when dealing with residents.
- Ability to work shifts and flexibility to change/fill-in, when program needs dictate.

QUALIFIED INDIVIDUALS MUST SUBMIT A LETTER OF INTEREST TO THE SOUTHWESTERN PENNSYLVANIA HUMAN SERVICES, INC., OFFICE OF HUMAN RESOURCES, 300 CHAMBER PLAZA, CHARLEROI, PA 15022-1607, EMAIL [kjohnson@sphs.org](mailto:kjohnson@sphs.org) ATTENTION: POSTING#1982.

EQUAL OPPORTUNITY EMPLOYER