

CONNECT, INC.

Job Vacancy Notice

POSITION: Facility and Facility Security Attendant (Multiple-Part-time)
Can-Do and Family Shelter (Washington, PA)

PAY GRADE: 2

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

ESSENTIAL FUNCTIONS:

- Primarily responsible for following established procedures and protocols with regard to client residential life and program operations.
- Maintains the general security, cleanliness, and order of the assigned residence facility.
- Responsible for locking and opening the residential site at the appropriate times, daily, and ensures the safety of the residential site and residents.
- Responds appropriately to emergency situations and makes appropriate entries in the shift log.
- 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 and Child Abuse Clearance from PA Department of Human Services and FBI Fingerprint Clearances.
- 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, ATTENTION: POSTING#1869.

EQUAL OPPORTUNITY EMPLOYER