

Holy Family Institute

Journey of Hope Program

Safety & Security Administrator

Reports to: Director of Operation and Compliance, Journey of Hope Program

Hours: FT Position – Flexible (Requires five 8-hour days 4:00pm-12:00am, Sunday through Thursday).

General Statement of Duties: The Safety & Security Manager will manage, monitor and oversee the activities of general safety and security with the additional activities that include overall building and ground safety and security. Final approval for hire will be done by the Project Officer of the Office of Refugee and Resettlement which is a sub-agency of the Department of Health and Human Services of the federal government.

Essential Functions:

- Document and report all incidents as per agency policy and procedure.
- Find ways to improve general security and safety measures, i.e., security cameras, fob system.
- Complete regular routine rounds as per program's policies and procedures.
- Corrects and provides minor maintenance to identified safety hazards and causes for action to be taken on larger hazards through either immediate notification of key staff or email/voice mail.
- Assumes role of person of contact for all incidents regarding safety and security of all Journey of Hope facilities.
- Promote positive professional image of the agency through interpersonal interactions and appearance.
- Develop and maintain professional and supportive relationship with all agency staff, volunteers, local community members and outside contractors and vendors.
- Conducts and generates written reports for fire drills and submits them in a timely manner.
- Checks fire suppression equipment, (fire extinguishers, hydrants, sprinklers, and kitchen hood system,) monthly or as prescribed by NFPA, and coordinates annual inspections.
- Assists with reviewing video camera footage when incidents occur and relays findings to Program Director.
- Maintains confidentiality, objectivity, and professionalism- including, but not limited to, when reviewing camera footage and learning of incidents that occur within the program.
- Relays information of incidents on a need-to-know basis to program leadership.
- Leads and provides fire safety training for all HFI employees.
- Checks, maintains and inspects AEDs monthly. Assures they are powered and ready for immediate use. Generates records of inspections and service.
- Responds to and handles fire alarms for the HFI facilities in Emsworth.
- Responds to and handles or provides assistance with campus-wide emergencies.
- Serves as a Safety Committee member.
- Conduct training for Safety and Security team members.
- Collaborates with Journey of Hope supervisory team.

- Oversees, maintains and coordinates services for buildings card access systems and supports video surveillance systems for the Journey of Hope Program.
- Oversees, maintains and coordinates services for facilities two-way radio systems.
- Checks and locks facilities, records open/unlocked doors.
- Ability to passively physically restrain a child if necessary.
- Ability to verbally de-escalate children during a crisis situation.
- Capable of frequently climbing stairs and other activities that involve physical exertion (i.e. walking hallways, walking across campus).
- Quick physical response to a crisis situation.
- Ability to drive a car or van.
- Must have flexible hours based on needs of program.
- Attend required trainings and staff meetings.

Minimum Requirements

- Bachelor's Degree with 3-5 years experience in safety, security and/or the human service field. At least 1 year of supervisory experience required. Must be at least 21 years of age, have a valid PA drivers license, be able to perform physical activities, have good verbal, written and oral communication skills. High degree of proficiency with Windows, MS Word, and Excel. Confidence working with technology. Knowledge of Local and County Fire and Safety Regulatory Codes and National Fire Protection Association preferred. Must obtain required safety & security credentials/certifications once hired. Act 33/34 and FBI clearances required. Fluency in Spanish and English (read, write and speak) preferred. EOE