



JOB TITLE

Volunteer Maintenance Assistance Specialist

COMMITMENT

2-4 hours per week. Weekday mornings.

PURPOSE

Assist and provide support to the Facilities and Maintenance Coordinator to sustain a high level of service to our clients by maintaining a high quality of mechanical repair and appearance.

PROGRAM

Support Services

DUTIES

Assist with building maintenance, painting, light construction, landscaping, maintenance and repair of grounds and gardening.

QUALIFICATIONS

- Mechanical aptitude and organizational skills.
- Must be self motivated and self directed.
- Must be reliable with time commitments.
- Familiar with common hand and power tools.
- Must be able to lift and carry up to 50 lbs.
- Must be comfortable and compassionate with people from diverse backgrounds who may be drug affected, emotionally charged, and have a challenging presence.

REQUIRED TRAININGS

- Complete HIPAA training within first two weeks
- New Worker Orientation

RECOMMENDED TRAININGS

- Blood Borne Pathogens training
- De-Escalation Training I
- De-Escalation Training II
- CPR/First Aid