

Job Vacancy Notice

- POSITION: Facility Security Attendant (part-time)
Welcome Home and Safe Harbor
Greensburg
- PAY GRADE: 2
- WAGE: \$9.85/hr. (as a minimum)
- DUTIES:
- 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, ATTENTION: POSTING#1868.

EQUAL OPPORTUNITY EMPLOYER