Humility Homes and Services, Inc. (HHSI)-Davenport, IA is seeking a qualified individual to join the team as a part-time Safety Officer for our Winter Emergency Shelter Program. This position is a temporary position from December 1st, 2020 - April 15th, 2021.

Responsibilities:

This position reports to the HHSI Lead Safety Officer.

- Interact with participants and develop positive rapport
- Encourage participants to comply with facility policies and procedures
- Control access at the main entrance by screening all clients, and visitors, utilizing magnetometer to detect and prevent weapons from entering the site
- Perform crisis intervention to de-escalate potential crisis situations and document all such situations and interventions
- Make hourly rounds throughout entire facility including all hallways, stairwells, floors, bathrooms, laundry rooms, kitchen, office spaces, and exterior facility property
- Complete logs, incident reports and all other required documentation
- Make calls to police, fire department and other first responders as directed
- Perform administrative and receptionist duties at the operations desk; monitor video surveillance cameras, and fire prevention / detection alarm notification system
- Complete duties related to fire incident, evacuation of the building when necessary, utilizing Fire procedure
- Ensure the safety and security of all assigned equipment
- Other duties as assigned

Education: High School diploma

Humility Homes and Services, Inc. is looking for a candidate who will adhere to the agency values of: Integrity, Quality, Accountability, Community, and Housing is a Human Right.

HHSI is an EOE.

If you’re interested in applying, send your resume and cover letter to HHSI Assistant Director Christie Adamson at c.adamson@humilityhomes.org

Job Type: Part-time, Temporary

Salary: $12.00 to $15.00 /hour

COVID-19 considerations: Masks Required.