

Feminist Women's Health Center
Position: Facility and Safety Coordinator Category: Full-Time
Job Description & Evaluation

Evaluation Period: _____ - _____

Primary Responsibilities: Accountable for general upkeep, maintenance, planning and procurement for the Feminist Women's Health Center's facility, grounds, equipment, housekeeping, security systems and safety. The Facility & Safety Coordinator is responsible for coordination of all facilities and equipment vendors to include bidding and evaluation. Safety and quality assurance activities and monitoring of effective strategies are a primary and ongoing responsibility to include preventive maintenance of medical equipment, waste management, housekeeping and security systems with related trainings and documentation in compliance with various city and state codes. A working knowledge of regulatory and ASC standards of care is necessary to assure the Center is prepared for emergencies and maintenance of safe working conditions. Additionally, the Facility and Safety coordinator will participate in strategic planning, budget preparation as well as oversight, planning and financial reporting.

Qualifications: capable of establishing and communicating priorities for daily and assigned tasks. Demonstrates the ability to work independently, in teams and juggle multiple projects. Full commitment to a pro-choice viewpoint is a must and the ability to communicate strategically, calmly, responds methodically, respectfully and with empathy in volatile employee and patient situations.

Scale: 1 = failed to prioritize or rarely meets expectations 2 = generally meets expectations 3 = frequently exceeds expectations

• Objective: Responsible for Building Maintenance and Repair

TASK	1-3
Conducts a scheduled monthly safety and maintenance inspection in a timely and thorough manner of building, grounds, and equipment to monitor for fire and safety hazards.	
Effectively communicates results of safety inspection to direct supervisors and employees immediately affected. Maintains an accurate record of each inspection and all communications related to corrective actions taken to include monitoring..	
Efficiently coordinates vendor tasks in a cost effective manner regarding building and grounds maintenance and repairs to ensure a safe work environment for clients, staff, and other visitors.	
Maintains a list of qualified vendors and obtains bids for new or previously poorly performed tasks.	
Reviews and renews annual agreements and contracts with established and new vendors regarding building maintenance, housekeeping, preventive maintenance, operational systems and routine repairs successfully avoiding any interruptions of operation or services.	
Maintains detailed equipment, employee training and safety documentation manuals to include updated warranties as appropriate and feasible.	
Evaluates performance of cleaning crew based on contract agreements and reports concerns or noncompliance to crew leader. Monitors follow-up through issue resolution & reports failure to resolve identified problems to the Executive Director.	
Troubleshoots issues related to electrical systems to include special electrical panels, equipment failures, monitoring devises, secure entry and safe lighting of the building and parking areas. Also, serves as a liaison between FWHC and city or county vendors.	
Orients new employees and trains others when needed on appropriate use of operational systems, monitoring equipment and special building needs maintains records of such trainings.	

Assures accuracy invoices for operations and equipment vendor services and signs each after review with timely routing to the Director of Finance for payment.	
Writes policies and procedures for facilities related activities, parking and safety precautions with ongoing revisions as appropriate.	
Completes building repairs and ongoing maintenance on site and as able.	
TOTAL	

• Objective: Assures security systems are operable and adequate to meet the safety needs of the Center

TASK	1-3
Oversees Director of Security to include prompt payment, efficacy, appropriateness of behavior and ongoing communications	
First call for fire and security alarms or assigns such responsibility if need be. Maintains follow up and related reporting as implicated. (NAF, DPD, Federal Marshal, FBI & FMF)	
Scans security camera digital recordings daily to detect suspicious behavior or malfunctions with the equipment	
Actively builds and maintains relationships with immediate neighbors, police and public servants as needed to assure adequate support and knowledgebase of clinic threats.	
Completes background checks and research as needed to detect potential threats or illegal activity	
Provides ongoing summaries to Center employees of potential threats, break-in's and related security measures or recommendations	
Determines when additional support is needed and acts accordingly	
Seeks and maintains collegial relationships and current data base with others responsible for clinic security locally and nationally.	
TOTAL	

• Objective: Maintains Medical equipment, environmental safety and related trainings consistent with quality and regulatory Standards.

TASK	1-3
Conducts quarterly safety training for all employees inclusive of the latest recommendations from reliable sources and follows up with appropriate communications/documentation.	
Researches and makes recommendations for medical and safety equipment balancing fiscal responsibility and needs of the organization to provide quality services.	
Arranges for equipment inspections and repairs to include (*but not limited to) microscope, OR tables, medical monitoring equipment, gurneys, O2 monitors, sono machines, exam tables, vacuum aspirators, laboratory equipment, sterilizers.	
Develops and updates a long term plan for capitol equipment, construction and other building Improvements as part of strategic and financial planning.	
Facilitates and monitors air exchange in the OR site with related corrections and documentations.	
.Maintains and updates records of purchase price, age and description of equipment to be replaced in the event of a disaster or to support loss recovery needs.	
TOTAL	

• Objective: Upholds the Mission and Philosophy of the Feminist Women's Health Center

TASK	1-3
Maintains work performance consistent with the policies, procedures, and philosophies of the Feminist Women's Health Center.	
Demonstrates the ability to communicate directly and work well with diverse groups of individuals in a "customer driven" environment.	

Contributes to the quality management process with a focus on prevention, problem identification & resolutions that are monitored for efficacy. Participates on CRAE teams as appropriate.	
Maintains a high degree of professional ethics & HIPPA Compliance to include confidentiality of all client and employee information.	
Utilizes work time efficiently and with integrity.	
Successfully collaborates with co-workers to develop and encourage effective and cohesive work relationships.	
Works well independently and collaboratively by demonstrating the ability to both self direct and assume team responsibilities as appropriate and meets deadlines as agreed upon..	
Participates in annual budget planning, submission and justification.	
Completes special assignments and projects as needed or requested to assure the integrity and success of the Center in meeting its mission.	
TOTAL	

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Employee Comments/Goals

Manager Comments/goals

Compensation / Salary Adjustment _____

Date Adjustments go into affect: ____/____/____

Executive Director

____/____/____
Date

Facility & Safety Coordinator

____/____/____
Date

Supervises: housekeeping, security, contractors and vendors
 Reports to: Executive & Clinic Director
 Evaluation Period: Annually
 Promoted to: No Direct Line