

NEIGHBORS IN NEED OF SERVICES, INC. (NINOS, Inc.)

JOB TITLE: Safety Officer

SUPERVISOR: Health Coordinator

WORK SITE: Administrative Office

MINIMUM QUALIFICATIONS:

Graduate from a standard senior high school supplemented by college level courses and/or specialized training in fire safety, including modern methods of fire fighting and accident prevention work. Eight years experience in fire safety and accident prevention work either in the military service, or as an employee in a large manufacturing firm. Must be a certified First Aid & CPR Instructor.

GENERAL DESCRIPTION:

Performs responsible technical fire prevention and safety and accident prevention work for the facility and provides staff supervision and management of these programs. In addition, functions as Disaster Coordinator, Security Officer, and Risk Management Liaison for NINOS. Activities promote identification and elimination of fire hazards, unsafe working of health conditions, and industrial hazards and unsafe practices; compliance with laws codes, codes regulations and standards relative to fire and accident prevention, life safety, construction, operation, use and care of the physical plant; and preventing fires; accidents and injuries through the control of the environment and personal activities. Plans and coordinates disaster drills; investigates security and risk management issues.

KNOWLEDGE, SKILLS AND ABILITIES:

Considerable knowledge of: 1) principles and practices of fire prevention, methods of detection and protection, techniques of suppression and related equipment; 2) occupational accident prevention principles and methods; 3) associated administrative requirements of safety programs; 4) safety standards set forth by JCAHO (Joint Commission on Accreditation of Healthcare Organizations), NFPA (National Fire Prevention Association), able to read, write and communicate proficiently. Ability to coordinate institutional programs with local civil defense and disaster relief agencies to work effectively with officials connected with these programs at both state and local levels.

DUTIES AND RESPONSIBILITIES:

- Administers fire safety/accident prevention program to promote a safe environment for clients, employees, and guests.
- Investigates accidents to determine causes and trends and formulates corrective action.

- Advises management on safety matters to assure proper interpretation of requirements.
- Conducts and supervises training to assure adequate education of employees in fire and accident procedures.
- Makes safety inspections and surveys to ensure compliance with existing directives and determines safety equipment needs.
- Assist the Director as disaster coordinator for the Center's emergency program.
- Requires timely reporting of requested information and oversees Risk Management Assessment Survey information for NINOS/Risk Management Division.
- Acts as Security Officer for Facility.

MARGINAL

- Maintains outside professional contacts to exchange safety information and keep facility program up-to-date.
- Complies with Commissioner's Rules and observes safety practices.
- Reports accidents and existing dangerous conditions to supervisor.
- Complies with mandatory and unit/departmental training requirements and participates in ongoing training to maintain and develop skills.
- Observes and follows departmental rules and applicable standards with 100% compliance.

PERFORMANCE STANDARDS:

- Submits deficiency reports in a timely manner. Develops monitoring system and reports follow-up on recommended changes to supervisor.
- Investigates all serious accidents. Investigates 10% of all non-serious accidents. Maintains records and statistics and summarizes in reports to supervisor and Safety Committee each month.
- Reviews plan for construction, modification and repair. Provides guidance and technical assistance upon request. Instructs and interprets policies as requested.
- Conducts new employee training and yearly refresher training as scheduled conducts and supervises all related exercises, drills, tests and inspections related to the fire and safety program.
- Performs on-site inspections of facility to identify all areas of non-compliance

Participates in survey visits of entire facility at least annually. Prepares and submits monthly summaries to departmental personnel and a quarterly analysis to the Assistant Director for Programs. Researches problems and deficiencies.

- Schedules disaster drills, coordinates actions, critiques actions with staff and implements corrective actions.
- Functions as Risk Management Liaison for NINOS/Risk Management.
- Conduct investigations, analyze data and recommend corrective actions.
- Acts as liaison for facility and agency, making at least four contacts with other safety program officers each year to coordinate activities and share information. Reports results of contact with other facilities to the Health Coordinator and the Safety Committee, in a timely matter.
- Observes Commissioner's Rules and safety practices and principles.
- Is knowledgeable to procedures for reporting and documenting an accident. Accidents and dangerous conditions are reported within one day of occurrence.
- Successful pattern of training shall be evidenced by a 90% compliance with training requirements.
- Keeps current on all applicable revisions to rules, regulations and standards.

WORK BEHAVIORS:

(a.) Conducts self at all times in a manner consistent with standards expected at NINOS employees as specified in the departmental rules and standard operating procedures manual of the facility.

(b.) Demonstrates the ability to establish and maintain rapport with the agencies and facilities both state and private.

- No documented case of misconduct as evident by performing duties not sanctioned by the supervisor.
- Utilizes supervisory feedback for self-improvement as evident by the ability to follow through on assignments.
- Not more than two instances of substantiated complaints per year.

PHYSICAL REQUIREMENTS OF ESSENTIAL DUTIES:

- Averages 4 hours of sitting, 2 hours of standing, and 2 hours of walking in a usual

workday.

- Requires employee to occasionally crawl and twist in performing duties.
- Occasionally, employee needs to carry up to 50 pounds.
- Uses lower extremities frequently in simple/firm grasping and fine manipulation.
- Maintains head/neck continuously in flexing movements and occasionally in static position & rotational/extension movements.
- Need appropriate or corrected vision, requires ability to judge distance and space relationships, uses peripheral vision while eyes are fixed, uses eye adjustment in doing near point near point work, and requires ability to identify and distinguish colors.
- Frequent speaking/hearing abilities with staff, co-workers, parents and supervisor.
- Performs annual survey which exposes body to injury and/or accidents outdoors.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Accepts responsibility for the direction, control, or planning of activities.
- Encourages/Uses creativity, self-expression, or imagination in performing duties.
- Influences people in their opinions, attitudes, or judgments about ideas/facts.
- Makes judgments or decisions based on sensory or judgmental criteria-relies on one or more of the five physical senses.
- Makes judgments or decisions based on measurable or verifiable data.
- Deals with people beyond giving or receiving instructions--is courteous, cooperative, conscientious, and tactful with co-workers, staff, children, parents, and immediate supervisor.
- Works under stress when confronted with emergency, critical, unusual, or dangerous situations.
- Performs in situations demanding precision and thoroughness.
- Performs variety of duties often changing from one task to another of a different nature without loss of efficiency or composure.
- Ability to prepare and instruct meaningful health, social, and nutritional principles & practices to adults.

For especially assigned projects, tasks and/or emergencies to work on weekends, holidays, and evenings on request by the Executive Director.

Upon request attend various Child Development Center related meetings or activities, parent monthly meetings, and (on request only) Parent Policy Council Meetings as scheduled by the Executive Start Director.

NOTE: Actual experience job related field may be substituted for college credit on a year to year basis. The Department of Health & Human Services does not require completion of degree requirements or certification as a condition of professional employment. While degrees are indicators of achievement, they are not an indication of competence; performance is a better indicator of competence and capability.

Immediate Supervisor: _____

Employee's Signature: _____