

# KENTUCKY UNITED METHODIST HOMES FOR CHILDREN AND YOUTH

## JOB DESCRIPTION

### HEATH & SAFETY COORDINATOR (With on call duties)

**Mission Statement: We serve Christ by providing for the physical, emotional, educational, and spiritual needs of children and families.**

**Classification:** Non-Exempt  
**Status:** Full Time  
**Hours:** 40 hours per week plus overtime as needed  
On-call for emergency & special situation  
Evening schedule may be necessary for Dining Hall coverage  
**Department:** Campus Operations  
**Primary Shift:** First  
**Reports to:** Campus Operations Director

#### **Summary of Function**

The Health & Safety Coordinator has overall responsibility for all aspects of health, safety, and security for the Nicholasville Ashgrove campus and the Safe Haven program apartments. This position is expected to be knowledgeable in all requirements from external agencies (such as fire marshal, health department, OIG, COA) and ensure the Methodist Home has processes in place to meet those requirements and provide a safe environment for its residents, staff, volunteers, and visitors.

The Health & Safety Coordinator is under the direct supervision of the Campus Operations Director.

#### **Organizational Duties and Responsibilities**

1. Can support the mission and vision of The Methodist Home as evidenced by compliance with all organizational policies and procedures.
2. Supports and facilitates positive interaction with others as evidenced by: professional maturity, respect for others, a team-centered approach, maintenance of confidential information, and an appreciation of a multicultural workplace.
3. Exhibits effective communication skills including proper use of agency communication systems.
4. Exhibits sound stewardship by effectively managing information resources to achieve the objectives of The Kentucky United Methodist Homes for Children and Youth.
5. Supports all functions that attain and maintain accreditation with regulatory agencies.

6. Participates in appropriate professional development programs and in services to attain and maintain competency.

### **Job Specific Duties and Responsibilities**

1. Develops and manages comprehensive health, safety, and security plans for the Ashgrove campus and the Safe Haven apartments; coordinates Ashgrove campus safety plans with the Ashgrove Academy staff.
2. Chairs the quarterly Health & Safety Committee meeting and ensures representation from all areas of the staff.
3. Ownership for the Safety Center application, including developing & maintaining plans via the Web portal & training the KyUMH staff.
4. Manages all aspects of building, equipment, and vehicle inspection processes and coordinates the execution of these inspections with the Facilities Coordinators, external agencies and 3<sup>rd</sup> parties. Works with the Operations Coordinator to ensure all inspection processes and results are integrated within the WorxHub system.
5. Plans & executes monthly safety drills, including weekend & night drills. Ensures the monthly drills cover all types of emergency situations.
6. Ownership for all aspects of access control
  - For the Ashgrove campus, this includes ownership of the SoftwareHouse security system for all door/gate control, key cards, and camera related activity and serving as the primary interface to 3<sup>rd</sup> party security system support. It also includes responsibility for managing the access for visitors, volunteers, contractors, and campus tours.
  - For the Safe Haven apartments, this includes developing & implementing new comprehensive access control processes.
7. Manages all aspects of health & safety incidents, including serving as primary point of contact for KyUMH staff & external agencies, issuing alerts to the staff & the affected community via Safety Center and other formats, and documenting incidents. This includes all KyUMH fleet vehicle related incidents and accidents.
8. Staff training for all safety & emergency related topics, including new employee training and full staff training, and serving as focal point for Relias content.
9. Ashgrove Dining Hall supervisor, including directing the staff & volunteers, inventory management, event planning & coordination, menu / meal planning with the chef, and interfacing with the nutritionist & health department.

10. General responsibilities include:

- Communicates all pertinent information to the Campus Operations Director
- Accountable for the timely completion of all documentation associated with the requirements of the position
- Attends all required meetings and team meetings
- Completes assigned tasks in a timely and competent fashion
- Must be available for all on call duties
- Works cooperatively with all staff for the good of The Methodist Home and projects a positive public image

**Job Specifications**

1. Is trained & remains current in CPR and First Aid.
2. Must be at least 21 years old and have technical training in a related field or five years experience.
3. Skills in performing the required tasks as listed in the job description.
4. Must have a valid Kentucky driver's license and submit to an intensive background investigation.

**Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

I accept the above duties as responsibilities for my position. In accepting this position, I agree to fulfill these expectations in accordance with The Kentucky United Methodist Homes for Children and Youth values with the guidance of my supervisor.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

The above statements are intended to describe the general nature and level of work being performed. They are intended to be construed as inclusive of all responsibilities, duties and skills required of personnel so classified. The job description does not constitute a contract nor does it alter the at-will status of the employee/employer relationship.

## Health & Safety Coordinator Responsibilities

	Ashgrove	Safe Haven
<b>Ownership &amp; Compliance</b>	<ul style="list-style-type: none"> <li>Oversee &amp; manage all aspects of health, safety &amp; security</li> <li>Understand all compliance requirements &amp; ensure process are in place to meet requirements (<i>e.g. OIG, COA, fire, health, OSHA</i>)</li> <li>Run the monthly Health &amp; Safety meeting (<i>scheduling, agenda, attendees, minutes</i>)</li> </ul>	
<b>Safety &amp; Security Plans</b>	<ul style="list-style-type: none"> <li>Finish Ashgrove handbook</li> <li>Ashgrove Academy interface</li> </ul>	<ul style="list-style-type: none"> <li>Develop new handbook</li> </ul>
<b>Safety Center</b>	Assume ownership of portal & safety plans	
	<ul style="list-style-type: none"> <li>Finish Ashgrove plan</li> <li>Develop community plan</li> </ul>	<ul style="list-style-type: none"> <li>Develop new plan</li> </ul>
<b>Safety Inspections &amp; Safety Drills</b>	<ul style="list-style-type: none"> <li>Oversee inspection process for buildings &amp; vehicles (<i>KyUMH fleet &amp; employee owned vehicles used for KyUMH clients</i>)</li> <li>Manage special inspections (<i>e.g. OIG, COA, fire, health, kitchen, OSHA</i>)</li> <li>Oversee &amp; execute monthly safety drills; expand beyond current set of drills</li> <li>Work with Operations Coordinator on WorxHub inspections &amp; reporting</li> </ul>	
	Facilities Coordinator to execute weekly/monthly inspections	Facilities Coordinator to execute weekly/monthly inspections
<b>Security / Access Control</b>	Manage security workstation & related functions <ul style="list-style-type: none"> <li>Door &amp; gate control &amp; scheduling</li> <li>Key card &amp; key management</li> <li>Cameras &amp; video, including incident investigations</li> </ul> Manage non-staff access <ul style="list-style-type: none"> <li>Contractors, deliveries, volunteers, visitors, tours</li> </ul>	<ul style="list-style-type: none"> <li>Develop &amp; implement plan w/CompuTech and/or other contractors &amp; Facilities Coordinator</li> <li>Delegate &amp; coordinate daily activity with Facilities Coordinator</li> </ul>
<b>Incident Management</b>	<ul style="list-style-type: none"> <li>Manage all aspects of health, safety &amp; security incidents</li> <li>Act as first point of contact, handle internal management &amp; reporting</li> <li>Act as primary interface to external agencies (<i>e.g. police, sheriff, fire, OSHA</i>)</li> <li>Issue alerts to staff &amp; community, including Safety Center push alerts</li> <li>Includes fleet/vehicle accidents</li> </ul>	
<b>Staff Training</b>	<ul style="list-style-type: none"> <li>Manage staff training (new employees &amp; full staff) for safety &amp; emergency related topics</li> <li>Act as interface for Relias training content</li> </ul>	
	<ul style="list-style-type: none"> <li>Training on Dining Hall rules &amp; procedures</li> </ul>	<ul style="list-style-type: none"> <li>Training on safe cleaning &amp; food safety rules &amp; procedures</li> </ul>

## **Health & Safety Coordinator Responsibilities**

### **Ashgrove Dining Hall Supervisor**

#### **Supervision**

- Supervise Dining Hall Chef & all resident & volunteer assistants
- Ensure food handling training & certifications where needed

#### **Inventory Management**

- Establish & maintain an inventory system for food & supplies
- Act as primary interface to suppliers; place orders, coordinate invoicing & billing

#### **Communication & Coordination**

- Handle communication with staff on Dining Hall schedules, menus, special events
- Plan & coordinate special events, including staff & volunteers
- Interface with Nutritionist
- Interface with Health Department for health inspections & any violations or follow-up actions

#### **Meal Preparation**

- Coordinate dinner / evening meal preparation with Chef, staff, volunteers