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SAFETY MANAGER

LINK TO EMPLOYMENT APPLICATION BELOW

Reports to: Director of Administration

Job Summary: Develop, implement, and oversee workplace safety programs, ensuring Amber Grace Community is welcoming, safe, and secure for all Neighbors (residents), staff, volunteers, and guests.

Supervisory Responsibilities: Safety Staff

Duties/Responsibilities:

- Create and maintain safety policies, procedures, and strategic plans.
- Develop, manage, and execute emergency preparedness plans and exercises, in coordination with leadership, staff, Neighbors, police, and emergency teams as needed.
- Conduct regular site inspections and audits to find and correct potential hazards and risks.
- Recruit, train, and schedule daytime and overnight safety staff.
- Lead accident investigations, analyze root causes, and implement corrective actions. Engage with and coordinate with police and emergency teams as needed.
- Coordinate with staff to ensure volunteers are vetted and greeted when they arrive.
- Ensure visitors are checked in and received by the appropriate staff.
- Maintain appropriate records, including audits, incidents, schedules, and communications.
- Ensure the safety positions are staffed year around, 24 hours a day.
- Participate in team meetings, training, and Amber Grace community events.
- Foster a safe, respectful, and inclusive environment.

Requirements:

- Training in safety or public service, or equivalent experience, preferred.
- Three years of supervisory experience.
- Excellent time management skills.
- Excellent verbal and written communication skills using the English language.
- Ability to multitask and work independently or as part of a team.
- Knowledge of the Genetec Center (training available) or other access control/monitoring tools.
- Proficient in Microsoft Office applications with the ability to learn and operate additional software.
- Able to communicate the vision, mission, and ethos of Amber Grace.
- Must have the ability to lift, push, and pull 25 pounds
- Ability to demonstrate care, dignity, and respect when working with Neighbors.

- Protects the confidentiality and other rights of the Neighbors and staff.

FLSA: Exempt

Classification: Full-time

TO APPLY FOR THIS POSITION PLEASE CLICK THIS LINK :

[SAFETY MANAGER](#)

Or copy and paste this URL into your web browser:

<https://ambergrace.jotform.com/team/administrative-employment/employment-application>

If you are unable to access or fill out the application online, please email info@ambergrace.com to request assistance.

Thank you for your interest in joining the Amber Grace Team!