



amber grace

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Safety Associate

LINK TO JOB APPLICATION BELOW

Reports to: Safety Manager

Job Summary: Support the Safety Team by maintaining an active on-site presence and proactively assisting neighbors as needed. This role plays an essential part in ensuring Amber Grace Community remains a secure, comfortable, and safe environment for all residents.

Shift: 2nd

Supervisory Responsibilities: None

Duties/Responsibilities:

- Maintain an active presence throughout the community, including buildings and grounds, to ensure a safe and secure environment.
- Conduct routine site inspections and safety audits to identify potential hazards, risks, or suspicious activity, and report and support corrective actions as needed.
- Support and uphold established safety policies, procedures, and strategic plans.
- Assist with the execution of emergency preparedness plans, drills, and exercises in coordination with leadership, staff, Neighbors (residents), and local police or emergency responders, as appropriate.
- Support accident and incident investigations by gathering information, assisting with root cause analysis, and helping implement corrective actions; coordinate with police and emergency personnel as needed.
- Coordinate with staff to ensure volunteers are properly vetted and welcomed upon arrival.
- Ensure all visitors are appropriately checked in and connected with the correct staff member.
- Maintain accurate and timely records related to inspections, incidents, schedules, and safety communications.
- Participate in team meetings, required training, and Amber Grace community events.
- Promote and foster a safe, respectful, and inclusive community environment.

Requirements:

- Training in safety, public service, or a related field, or an equivalent combination of education and experience, preferred.
- Previous experience in guest services or customer-focused role, preferred.
- Experience in a residential, healthcare, or community-based environment is a plus.
- Strong observation, situational awareness, and problem-solving skills.
- Ability to remain calm, composed, and effective in emergencies or high-pressure situations.
- Excellent time-management and organizational skills.
- Strong verbal and written communication skills in English.
- Ability to multitask and work effectively both independently and as part of a team.
- Familiarity with access control or monitoring systems (e.g., Genetec Center); training will be provided as needed.
- Proficiency in Microsoft Office applications, with the ability to learn and use additional software systems.
- Ability to communicate and embody the vision, mission, and values of Amber Grace.
- Ability to lift, push, and pull up to 25 pounds.
- Demonstrated ability to interact with Neighbors with care, dignity, and respect.
- Commitment to maintaining confidentiality and protecting the rights of Neighbors and staff.

FLSA: Non-exempt

Classification: Full-time

TO APPLY FOR THIS POSITION PLEASE CLICK THIS LINK :

[SAFETY ASSOCIATE](#)

Or copy and paste this URL into your web browser :

<https://form.jotform.com/260905385201149>

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!

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