



## amber grace

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### **Safety Staff**

**LINK TO JOB APPLICATION BELOW**

**Reports to:** Safety Manager

**Job Summary:** The Safety Staff role is a part-time position that supports organizational safety and well-being by maintaining an active on-site presence. This role focuses on community monitoring, site safety, and proactive, responsive support for Neighbors, staff, volunteers, and visitors. Safety Staff will contribute to a safe, respectful, and welcoming environment aligned with Amber Grace's mission and values.

**Supervisory Responsibilities:** None

**Duties/Responsibilities:**

- Multiple positions available for 3<sup>rd</sup> shift week-day, and 1<sup>st</sup>, 2<sup>nd</sup>, & 3<sup>rd</sup> shift weekends,
- The 3<sup>rd</sup> shift position rotations would include both week-days and week-ends (primarily in a 3-days on, 4-days off style rotation)
- Provide visible, on-site presence to monitor buildings, grounds, and community activity to ensure a safe and secure environment.
- Conduct routine site inspections and audits to identify, document, and report potential hazards, risks, or suspicious activity.
- Support and uphold safety policies, procedures, and strategic safety initiatives.
- Assist with emergency preparedness activities, including drills and response efforts, in collaboration with leadership, staff, Neighbors, law enforcement, and emergency response teams.
- Support accident and incident investigations, including documenting events, analyzing root causes, and assisting with corrective actions.
- Coordinate with staff to ensure volunteers are properly vetted, greeted, and supported upon arrival.
- Ensure visitors follow check-in procedures and are appropriately received and directed.
- Maintain accurate records and reports related to incidents, schedules, and safety communications.
- Participate in safety team meetings, required training, and Amber Grace community events.
- Promote a culture of safety, dignity, inclusiveness, and respect across the community.

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- Protect the confidentiality and rights of Neighbors, staff, and visitors at all times.

**Requirements:**

- Prior experience in guest services or customer-facing support preferred,
- Experience in a safety role is a plus.
- Experience in residential, healthcare, public service, or community-based environments is a plus.
- Strong observational, problem-solving, and situational awareness skills.
- Ability to remain calm, professional, and effective during emergencies or high-pressure situations.
- Excellent time management and organizational skills.
- Strong verbal and written communication skills in English.
- Ability to multitask, prioritize effectively, and work independently or collaboratively as part of a team.
- Familiarity with access control or monitoring systems (e.g., Genetec); training will be provided as needed.
- Proficiency in Microsoft Office and the ability to quickly learn additional software systems.
- Ability to communicate and model the vision, mission, and values of Amber Grace.
- Ability to lift, push, and pull up to 25 pounds.
- Demonstrated commitment to providing care, dignity, and respect when working with Neighbors.
- Commitment to confidentiality and ethical standards.

**FLSA:** Non-Exempt

**Classification:** Part-time

**TO APPLY FOR THIS POSITION PLEASE CLICK THIS LINK :**

**[SAFETY STAFF](#)**

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](mailto:info@ambergrace.com) to request assistance.

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

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