



NEIGHBORHOOD HOUSE ASSOCIATION

5660 Copley Drive • San Diego, CA 92111

Developing children, families and future leaders of our communities through empowerment, education and wellness from our house to yours.

JOB ANNOUNCEMENT

SAFETY OFFICER

DATE POSTED: March 29, 2017

APPLICATION DEADLINE: April 10, 2017

INTERNAL POSTING ONLY FOR CURRENT NHA EMPLOYEES ONLY

Position no./ Range: 8875/ 53.00

Union Status: Non- Union

Starting Pay/ Range: \$24.07 - \$26.57 p. hr.

Status/ Hours: FT / Exempt

Hours of Work: 8:00a- 5:00p

No. of Weeks: 50

Location: 5660 Copley Dr. SD, CA 92111

Dept./ Program: Facilities, Risk Management, & Operations

Basic Job Assignment:

Under the direction of the Safety Manager, the Safety Officer will work closely with and support the Safety Manager in the planning, implementation and management of the Head Start Safe Environment's program to ensure a safe, healthy, and accident-free environment for Head Start participants and staff working in Head Start environments. The Safety Officer will work in conjunction with other organizational staff members and outside resources.

Employment Requirements:

The ideal candidate is a self-motivated, independent worker who possesses a solid knowledge of Practices and methods for developing and administering a Head Start Environmental Health and Safety program and associated monitoring protocols; Federal and state laws, regulations and Head Start Program Performance Standards for staff and participant health and safety and hazardous, materials programs; Methods and practices for conducting accident and work place safety audits and investigations; NHA's safety and environmental policies and practices; Standard safety equipment used in public works occupations; Practices and methods in designing employee safety training programs; Principles and practices of sound business communication, as well as, knowledge of resources such as National Life Safety Codes. The ideal candidate will also have the ability to operate a computer terminal and / or computer using word processing, spreadsheet, database and other standard business software; Understand, interpret, explain and apply complex federal, state, and agency requirements regulating workplace health and safety and the use, storage and disposal of hazardous substances; Evaluate work place safety programs and practices and make sound recommendations for improvement; Conduct accident and workplace safety investigations; Conduct effective employee training programs; Exercise sound independent judgment and initiative within policy guidelines; Communicate clearly logically and persuasively both orally and in writing; Prepare clear, concise and comprehensive investigative reports and other materials; Establish and maintain highly effective working relationships with managers, supervisors, employees, vendors and others encountered in the course of the work; Maintain sensitive and confidential information; and Use tact, discretion and diplomacy in dealing with sensitive situations and concerned people and customers. The incumbent must have demonstrated experience working with culturally and ethnically diverse, low income or no income clients and unique populations.



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Qualifications:

- Graduation from a four-year college or university with major course work in Occupational Health Studies, Environmental Studies or a closely related field;
- A minimum of two (2) years of increasingly responsible experience in Occupational Health and safety programs, including conducting accident and/ or safety investigations or designing and conducting (Head Start) Environmental Health and Safety programs;
- Experience in a Head Start program setting is preferred.
- A valid California Driver's License for at least three (3) years required and the ability to maintain insurability under NHA's Vehicle Insurance Policy;
- Certification in adult/pediatric first aid and CPR must be met within 90 days of employment;
- Must meet and maintain state law and county licensing requirements regarding employment in a child care center (fingerprints, TB, physical,) as well as provide proof of immunity to Measles and Pertussis, and must obtain an Influenza Vaccination, or provide a medical exemption upon hire;
- Employee is expected to attain a certification for playground inspections within the first six (6) months of assignment to the position;

Example of Major Functions:

- Participates in developing and administering a comprehensive Head Start Safe Environments program, including all Head Start facilities where children are served, including areas for learning, playing, sleeping, toileting and eating;
- Monitor equipment and materials, and background checks to ensure compliance with Head Start Program Performance Standards (HSPPS) and all other federal and state laws and regulations for Head Start participants;
- Evaluates vendor Head Start safety training programs, materials and videos;
- Recommends the purchase of training materials or participates in the development of safety and environmental training programs for managers, supervisors and employees;
- Coordinates and/or conducts a variety of training classes and programs;
- Conducts special and periodic inspections of NHA's facilities and operations to identify safety and environmental hazards;
- Ensures minimum indoor and outdoor activity space is available for each participant;
- Ensures all Head Start staff and consultants follow appropriate practices to keep children safe during all activities;
- Assists in developing specifications for the purchase of safety and/or environmental related equipment;
- Periodically checks the operation of safety equipment to ensure conformance with HSPPS in use;
- Conducts and participates in safety meetings with departments and the Safety Committee;



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APPLICATION SUBMITTAL INSTRUCTIONS:

Applications may be obtained at 5660 Copley Drive, San Diego, 92111; 841 S. 41st Street, San Diego 92113; or on the Agency website at www.neighborhoodhouse.org. Completed applications may be mailed or delivered to the Human Resources Department at 5660 Copley Drive, San Diego, CA 92111 or scanned/emailed to: **recruiting@neighborhoodhouse.org**.

Applications must be fully completed (per instructions), signed, and dated when submitted. Any applicable supplemental application questions and/ or certifications must be attached to the application at the time the application is submitted. All statements on the application will be subject to verification and investigation prior to employment. In order for your education or certification(s) to be considered, you must attach a copy of your official degree transcripts or diploma or foreign equivalency report and/ or certification to your application. Please only submit the documents required.

NOTE: Only those candidates being considered will be contacted for an interview and reasonable accommodations may be made to enable individuals with qualified disabilities to perform the essential functions of job on a case by case basis.

BENEFITS:

Eligible employees receive the following benefits: Vacation; sick leave; 13 holidays; 2 personal days and 4 days bereavement leave; medical; dental; life and disability insurance; Social Security and Retirement Plan.

***Medical and dental benefits are provided to regular employees who work a minimum of 30 hours per week.**

INTRODUCTORY PERIOD:

All regular appointees serve 6 months introductory period.

CITIZENSHIP/IMMIGRATION STATUS:

In accordance with the Immigration Reform and Control Act of 1986, Neighborhood House Association hires only U.S. citizens and others lawfully authorized to work in the U.S.

This Job Announcement is not an offer of employment. The provisions of this job announcement do not constitute an express or implied contract. Any of the provisions contained in this job announcement may be modified or revoked without notice. Any person who is hired may voluntarily leave their employment upon giving proper notice, and may be terminated by the Agency at any time and for any reason. Any oral or written statements to the contrary are hereby expressly disavowed and should not be relied upon by any prospective or existing employee.

Please note that offers of employment are only valid if they are made by the Human Resources Department