

Building Bridges Developmental and Community Services, Inc.

Job Description & Duties	
Employee Name:	
Title	Assit Maintenance Coordinator/Janitor Salary To be determined
Location	Cabot Category <input checked="" type="checkbox"/> 1 FULL-TIME <input type="checkbox"/> 2 PART-TIME
Department	500 Schedule BI-wkly
Supervised Positons	Direct Support Services Coordinator (400, 500, 700)
"BBDCS has determined that this position is Safety Sensitive."	
QUALIFICATIONS	
1	One year experience in a related professional job.
2	Satisfactorily pass drug screens, criminal background check, adult & child maltreatment check, FBI checks as required by BBDCS, DDS & DHS
ESSENTIAL JOB DUTIES AND RESPONSIBILITIES	
1	Provides management services for the overall maintenance program operations including janitorial and housekeeping services for Cabot Centers.
2	Lawn care service for Cabot Center.
3	General mainteance and up-keep of apartment complex located on Jacuzzi St next to Lonoke Center and house at 115 Barnes St.
4	Carries outsupervisory responsibilities in accordance with the organization's policies, procedures, and applicable laws. Responsibilities include interviewing, hiring, training employees; planning, assigning, and directing work; appraising performance; revaring and disciplining employees; addressing complaints and resolving problems.
5	Provides to employees job orientation and in-service training that is focused on the overall care, up-keep and appearance of the facility's buildings and properites.
6	Oversee and/or assist with jobs such as seeing that trash containers are emptied and cleaned, all air filters and light bulbs are changed as needed, and keeps outside ashtrays cleaned and emptied.
7	Performs simple maintenance duties as required.
8	Performs janitorial dutues as required.
9	Adhere to the BBDCS's HIPAA Policy and Procedure regarding privacy and the security of protected health information (PHI).
10	All other assigned duties.
TO PERFORM THIS JOB SKILLS SATISFACTORIALLY	
A	LANGUARE SKILLS -ability to speak, read and communicate the English Language, read and interpret documents such as safety rules, operations manual, handbooks, reports, correspondence, files, etc. Must speak effectively before groups of consumers, employees, and other groups as needed.
B	MATHMATICAL SKILLS : ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals.
C	Reasoning Ability : Ability to apply commons since understanding to carry out instructions furnished in written, oral, or diagram form and deal with problem solving several concrete variables in standardized situations.
D	Other skills or abilities : Must have a comprehensive knowledge of behavior modification methods, the ability to analyze consumer problems and behaviors and understanding of operational procedures and the ability to help consumers work through problem solving.
E	Physical Demands : this described here are representatives of those that must be met by an employee to successfully perform the essential functions of the job. While performing the duties the employee is required to stand, walk, sit, use hands to fingers, handle or feel objects, tools, or controls, reach with hands and arms, climb, balance, stoop, kneel, crouch, crawl, talk and hear. The employee must be able to lift or move up to 50 pounds. Specific vision abilities required by this job includes close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to focus.
F	Work Environment : the work environment characteristics described here are representative of those employees encounter while performing the essential functions of this job. The noise level in the work environment is usually moderate.

Emergency Evacuation Duties (attached)

List #	Job Title	Backup	Summary of Job
6	Site Facility Check & Security: Maint Coordinator Staff	Asst Kitchen	For maintaining accurate and complete records of staff hours.
8	Search & Rescue Teams: 1 (AD) Maintenance Therapy	Team Team 2 (PS)	Check in with the Command Center. Use the buddy system. Assign a minimum of 2 people to each team. Take no action that might endanger you. Use appropriate safety gear. Size up the situation and follow all operational and safety guides.
19	Logistics Chief: Maintenance Staff	Kitchen Staff	This Unit is responsible for providing facilities services, personnel, equipment, and materials in support of the incident.

BBDCS CONFIDENTIALITY AGREEMENT FOR WORKFORCE MEMBERS

SEC 1	I understand that BBDCS has a legal and ethical responsibility to maintain consumer privacy, including obligations to protect the confidentiality of Consumer Information and other Confidential Information such as financial data and operational information pertaining to BBDCS
SEC 2	I understand that during the course of my employment (or locum tenens, internship, training, or other affiliation) with BBDCS, I may see or hear Consumer Information or other Confidential Information.
SEC 3	As a condition of my employment with BBDCS, I understand that I must sign and comply with this Agreement.
SEC 4	By signing this document I understand and agree that:
SEC 4.1	I will disclose Consumer Information and or Confidential Information only if such disclosure complies with BBDCS policies, and is required for the performance of my job.
SEC 4.2	My personal access code(s), user ID(s), access key(s) and password(s) used to access computer systems or other equipment, if any, are to be kept confidential at all times.
SEC 4.3	I will not access or view any information other than what is required to do my job. If I have any question about whether access to certain information is required for me to do my job, I will immediately ask my supervisor for clarification.
SEC 4.4	I understand that any Consumer Information or Confidential Information that I access or view at BBDCS does not belong to me.
SEC 4.5	I will not discuss any information pertaining to the organization in an area where unauthorized individuals may hear such information (for example, in hallways, on elevators, in the cafeteria, on public transportation, at restaurants, and at social events). I understand that it is not acceptable to discuss any organization information outside the organization even if specifics such as a consumer's names are not used.
SEC 4.6	I will not make inquiries about any organization information for any individual or party who does not have proper authorization to access such information.
SEC 4.7	I will not make any unauthorized transmissions, copies, disclosures, inquires, modifications, or purges of Consumer Information or Confidential Information. Unauthorized transmissions include, but are not limited to, removing and /or transferring Consumer Information or Confidential Information from BBDCS's computer system to unauthorized locations (for instance, home.)
SEC 4.8	Upon termination of my employment with BBDCS, I will immediately return all property (e.g. keys, document, ID badges, etc.) to BBDCS.
SEC 4.9	I agree that my obligations under this Agreement regarding Consumer Information and Confidential Information will continue after the termination of my employment with BBDCS.
SEC 4.10	I understand that violation of this Agreement may result in disciplinary action, up to an including termination of my employment, and/or suspension, restriction or loss of privileges, in accordance with BBDCS's policies, as well as potential personal civil and criminal legal penalties.

I HAVE READ THE ABOVE AGREEMENT AND AGREE TO COMPLY WITH ALL ITS TERMS AS A CONDITION OF MY EMPLOYMENT WITH BBDCS, INC.

Signatures, & Date

Employee Signature	Date
Supervisor Signature	Date

