



Fountain of Hope Family Services Inc.
10326 Greenbrier Parkway
Oklahoma City, Ok 73159

Safety Officer Job Description

OVERVIEW OF THE POSITION: Under the direction of the Executive Director, the OSO is responsible for the monitoring of **FOHFS** health and safety activities.

RESPONSIBILITIES/DUTIES

Ensure that all office staff and contracted clinicians receive training upon hire and periodic refresher training, at least annually, on health and safety policies and procedures

Check first-aid kits regularly and ensure supplies are replenished as needed;

Enhance their awareness of fire and safety regulations and codes and make recommendations regarding deficiencies to the Executive Director or take immediate appropriate action to see that the FOHFS building stays in compliance;

Ensure that drawings showing location of fire extinguishers, location of shelter areas, and building evacuation routes are placed in every room used by persons served or visitors, in a conspicuous location near the door

With regard to situations that call for building occupants to take shelter or evacuate, make prior arrangements with other staff to escort occupants from bathrooms if such emergencies occur when the Executive Director is not present to do so;

Accurately document all activities. Notify supervisor and/or manager of any critical incidents or emergencies.

Provide reports as needed.

Other duties as assigned.

Physical Demands

The physical demands described here are representative of those that must be met by to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, it is required to sit and talk or hear. Climbing of stairs required depending on the facility location and while performing duties. Applicants must be physically able to follow measures as instructed.

Work Environment

The noise level in the work environment is usually moderate

LINES OF COMMUNICATION

Reports to: Executive Director

MINIMUM QUALIFICATIONS

- High school Graduate or equivalent.
- Two years full-time paid related job experience.
- Valid Driver’s license.
- Able to communicate well, both written and spoken.
- Must be able to multi-task.
- General office clerical and computer skills required.
- Because the nature of this work, position requires someone pleasant, personable, and patient and having desire to be of assistance to those in need.
- Able to work with minimum day to day supervision.

ACKNOWLEDGMENT

THIS DESCRIPTION IS INTENDED TO PROVIDE AN OVERVIEW OF THE REQUIREMENTS OF THE POSITION. AS SUCH, IT IS NOT NECESSARILY ALL INCLUSIVE, AND THE JOB MAY REQUIRE OTHER ESSENTIAL AND/OR NON-ESSENTIAL FUNCTIONS, TASKS, DUTIES, OR RESPONSIBILITIES NOT LISTED HEREIN. MANAGEMENT RESERVES THE SOLE RIGHT TO ADD, MODIFY, OR EXCLUDE ANY ESSENTIAL OR NON-ESSENTIAL REQUIREMENT AT ANY TIME WITH OR WITHOUT NOTICE. NOTHING IN THIS DESCRIPTION, NOR BY THE COMPLETION OF ANY REQUIREMENT OF THE JOB BY THE EMPLOYEE, IS INTENDED TO CREATE A CONTRACT OF EMPLOYMENT OF ANY TYPE. EMPLOYMENT IS “AT-WILL” AND MAY BE TERMINATED AT ANY TIME BY THE EMPLOYER WITH OR WITHOUT CAUSE OR NOTICE.

Signature:

Date: