



abused Deaf women's advocacy services

Facilities Staff

Full-Time, Non-Exempt Position, with on-call shifts as assigned.

Abused Deaf Women's Advocacy Services (ADWAS) is a non-profit agency that serves Deaf and DeafBlind victims of domestic violence and sexual assault and provides prevention education to the general community.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily with or without accommodations. ADWAS will work with employees with disabilities in providing reasonable accommodations for completion of these duties as needed.

The ADWAS Facilities Staff provides the following services:

- Responsible for maintenance, security, and upkeep of the building
- Tracks facility work projects, both incomplete and completed. Evaluates and submits cost reduction ideas to Property Manager
- Maintains ongoing repair records and prepares related reports
- Creates project timelines and researches expected costs
- Coordinate, oversee, and follow up with on-site contractors (electrician, plumber, pest control, hired maintenance, etc.)
- Performs and/or coordinated and facilitates all building repairs within established deadlines
- Maintain a property list of on-site tools and equipment
- Clearing of snow/debris/garbage from sidewalks, garbage corral, parking lot, and building perimeter
- Maintains, requests, and picks up appropriate supplies needed for repairs, renovations, and janitorial work
- Maintains, organizes, and stores cleaning and building equipment and tools in first floor, third floor, and outside storage areas.
- Performs routine janitorial duties (cleaning/sanitizing bathrooms, common areas, etc.) (10 hours a week)
- Maintains seasonal landscape work (weeding, watering, trimming bushes, etc.)
- Conducts monthly inspection of building (internal & external) for needed repairs
- Provides clear communication with Property Manager on overall building knowledge, minor fixings, and how to coordinate major repairs in the case of absence
- Inspects vacant units, creates a detailed repair/damage report, and submits to Property Manager
- Responsible for apartment turnovers within established deadlines (repairs, painting, cleaning)
- Teams with Property Manager on conducting routine apartment inspections, fire inspections and pest control inspections. Reports issues to Property Manager as needed
- Issue Two Day (48 hrs.) notices to enter apartments when needed

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- Teams with the Property Manager to respond to emergency requests for equipment issues, facility emergencies and tenant lockout requests during and after business hours (part of after hours on-call team)
- Teams with Property Manager to ensure the building is kept safe
- Commits to practice organization's Mission Statement & Core Values; understands the anti-violence movement; educate self and others on cultural responsiveness

Required Qualifications:

- Minimum 2 years involvement in the Deaf or DeafBlind communities (paid or volunteer)
- Fluency in American Sign Language
- Dependable transportation to travel to buy supplies.
- Demonstrated cultural responsiveness and ability to effectively work with those from diverse backgrounds and experiences
- Experience with Microsoft Office Programs (Word, Excel, Outlook, etc.)
- Ability to maintain strict confidentiality, and strong boundaries
- Experience with crisis response preferred, but training offered as needed.
- Ability to maintain positive interpersonal relationships and establish rapport with tenants and colleagues

Essential Functions:

- Must be able to remain rarely in a stationary position
- Must be often able to use written English to produce and edit a large variety of documents
- Must be able to move inside the office and in the community constantly
- Must be able to constantly operate a computer and other office items such as stapler, copy machine, printer, smart phone etc.
- Must be able to constantly communicate with supervisor, co-workers, community members, survivors, and others, must be able to exchange accurate information on these situations.
- Must be able to constantly problem solve, organize, prioritize, follow through.
- Must be able to constantly change tasks
- Must be able to constantly work outdoors in cold or high temperatures.
- Must be able to constantly move and transport up to 20 pounds.
- Must be able to constantly work independently without direct supervision.
- Must be able to rarely interpret data and make decisions but must be able to often collect information on assigned topics and present to Property Manager in an organized way.

Reports to: Property Manager

To apply:

Please send/email the ADWAS application, cover letter, and resume to Emily Buhman – officemgr@adwas.org – or by using the address on this letterhead. Applications will not be considered until all these items have been received. Three letters of reference will be requested as part of the background check process per contractual requirements. If you require alternative methods of application or screening, please email officemgr@adwas.org.

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*Pay: starts at \$21.15
Medical, dental, vision, and retirement package are offered.*

Position open until filled

ADWAS is an Equal Opportunity Employer. Survivors of interpersonal violence, persons of color, and LGBTQIA+-identified persons are encouraged to apply.

ADWAS will not discriminate against any employee or applicant because of race, color, gender, age, sex, ethnicity, income, military status, religion, national origin, pregnancy, marital status, sexual orientation, gender identity, gender expression, political ideology, ancestry, status as a domestic violence or sexual assault survivor, or the presence of any sensory, mental or physical disability. Such action shall include but not be limited to the following: employment, upgrading, demotion, transfer, recruitment, advertising, layoff, termination, rates of pay or other forms of compensation, selection for training, etc., and this policy of nondiscrimination shall be posted in conspicuous places, available to all applicants.

Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time. ADWAS believes that each employee makes a significant contribution to our success. That contribution should not be limited by the assigned responsibilities. This position description is designed to outline primary duties, qualifications and job scope, but not limit our employees nor the organization to just the work identified. It is our expectation that each employee will offer his/her services wherever and whenever necessary to ensure the success of the company.