Concierge
Part-time, 10-15 hours weekly (time flexible to meet needs)

Abused Deaf Women’s Advocacy Services (ADWAS) is a non-profit agency, that serves Deaf and DeafBlind survivors of domestic violence and sexual assault and provides prevention education to the general community. Our Core Values are: Being Deaf-Centered, Dedication, Social Justice, Confidentiality, and Integrity.

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 concierge provides the following services:
• Clearing of snow/debris/garbage from sidewalks, garbage corral, parking lot, and building perimeter
• Maintains, and requests appropriate supplies needed for cleaning.
• Service, clean, and supply restrooms.
• Clean building floors by sweeping, mopping, scrubbing, or vacuuming.
• Gather and empty trash
• Clean windows, glass doors
• Dust common areas, printers, and other equipment
• Move objects, boxes, or supplies either manually or using hand truck/dolly
• Commits to practice organization’s Mission Statement & Core Values

Qualifications:
• Fluency in American Sign Language OR willingness to communicate/take direction from those who are.
• Demonstrated cultural responsiveness and ability to effectively work with those from diverse backgrounds and experiences.
• Ability to maintain strict confidentiality, and strong boundaries.

Essential Functions:
• Must be able to remain rarely in a stationary position
• Must be able to move inside the office and in the community constantly
• Must be able to rarely operate a computer and other office items such as stapler, copy machine, printer, smart phone etc.
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- Must be able to rarely communicate with supervisor, co-workers, community members, survivors, and others, must be able to exchange accurate information on these situations.
- Must be able to often problem solve, organize, prioritize, follow through.
- Must be able to sometimes change tasks
- Must be able to sometimes work outdoors in cold or high temperatures.
- Must be able to sometimes 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.

Reports to: Office Manager/HR Rep

To apply: Please send/email the ADWAS application, cover letter, resume and three professional references 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. If you require alternative methods of application or screening, please email officemgr@adwas.org.

Pay: starts at $21.15 an hour
Sick leave, paid holidays, and flexible scheduling available.

Position open until filled

ADWAS is an Equal Opportunity Employer. Deaf, DeafBlind, DeafDisabled, S/CODA, hard of hearing, survivors of interpersonal violence, BIPOC, 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 their services wherever and whenever necessary to ensure the success of the company.