

PRUDENCE CRANDALL CENTER

Empowering Healing & Hope since 1973

JOB DESCRIPTION

About Prudence Crandall Center:

- Established in 1973 in New Britain, we are the **oldest domestic violence program** in Connecticut and one of the oldest nationwide, our emergency shelter is the largest in the state.
- Today, we are **one of only a few agencies in the nation** offering the continuum of shelter, housing and support services needed to meet the complex needs of those who have experienced domestic violence, helping them move forward to safe, self-sufficient lives, free of violence.
- Our **40 staff members** experience a **work environment** that encourages healthy work/life balance, offers flexibility, and fosters team spirit, professional development, and creativity.
- Focused on our mission, we seek to **inspire others** who share the same passion for our cause. We are **committed to addressing and enhancing diversity, equity and inclusion** across our services, staff, and board. We are poised for continued success and excited about our future.
- **The impact we are having** in the lives of our clients and their children **is inspirational** and provides the motivation we need to continue our work to end domestic violence.

About this position:

Under the supervision of the Facilities Director, the Front Desk / Facility Monitor assists with all phases of building/facilities maintenance, cleanliness, security, and safety.

Qualifications: Minimum of 2 years of related education/experience required. Prefer experience custodial, in a social service and/or residential setting. Bilingual English/Spanish a plus. Prefer good oral and written communication skills, ability to work with diverse populations, and ability to work independently.

Responsibilities:

- Maintain facility including some aspects of light janitorial, light maintenance, and safety safety
- Security: Monitor visitors to the building. Guide residents and staff during fire or other emergency situations
- Custodial: Perform cleaning duties as required
- Monitor facilities operations and safety/security programs
- Interact with tenants, visitors and staff in a manner that shows **sensitivity**, tact and professionalism
- Establish and sustain positive working relationships with other Center staff and tenants
- Tour facilities frequently to assess conditions and take appropriate responsive and/or planning action to ensure the upkeep and security of living and working environments
- **Work additional shifts as needed to cover absences or vacations**

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- Assist the Facilities Director as needed in other special projects

General and Related Responsibilities:

- Maintain confidentiality in accordance with CGS 52-147k and the Center's Confidentiality Policy Secure and maintain Certification Training as required
- Assist in agency operations as requested by the supervisor
- Participate in staff trainings/meetings
- Assist in fundraising and community awareness activities
- Record and compile statistics and reports as required
- Perform related duties as required and/or deemed necessary

This is a part-time, hourly position, non-exempt from wage/hour laws. The scheduled hours for this position are flexible to meet the needs of the Center including some evenings, overnights and weekends including holidays. Scheduling flexibility is a plus as the available hours will vary at times. Prudence Crandall Center, Inc. is an equal opportunity employer. All employment is at will and no employment contract shall be construed from any action, document or statement of the employer.

To apply for this position, please send your resume & cover letter
to Sarah Barry at sbarry@prudencecrandall.org