



Facility Support Specialist

Who We Are:

It is Friendship Home's vision that someday the need for our services will cease to exist, that domestic violence will not be tolerated by anyone in the community, and that all homes will be places of love, support and safety.

We envision a community that embraces any survivor or child who experiences domestic violence. As neighbors and friends, we join together in our commitment to them by taking bold action to affect change.

Friendship Home Values:

Listening: We value the hopes, dreams, fears and concerns of the survivors we serve. That means that our role is to listen...really listen as they explore their newly found freedom and discover the next steps on their journeys.

Empowerment: We support the journeys of survivors and their children. We value an environment that enables them to understand their strengths and to discover the power within. To do this we must creatively adapt our approach, programs and services to meet each individual's unique needs.

Accountability: We believe that we are not powerless against violence and that breaking the cycle is possible.

Relationships: We support the personal connections and meaningful relationships between survivors and the people who care about them. We value the unique relationship between parent and child and embrace families in shelter with loving support.

Safety & Confidentiality: We believe that no survivors or child should live in fear of domestic violence. We respect survivors' right to privacy and we strive to make it possible for them to pursue their aspirations without intimidation, violence, or control.

Collaboration: We value the joint efforts of a community that pools resources, talents, and ideas to help survivors of domestic violence and to change the cultural attitudes that have created it.

Agency-wide Staff Expectations:

1. Willingness to learn new skills and work towards creating a community free of gender-based violence.
2. Willingness to share your knowledge, skills, and lived experience with others, at times in a teaching or mentoring role.
3. Ability to interface with a variety of people that make up our team including: community stakeholders, funders, advocates, diverse array of clients, marketing and community engagement staff, contractors, and finance staff.
4. Remain curious and communicative about how your role can change or be improved to better meet the needs of the clients, organization, and community we serve.



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5. Cooperation and collaboration with co-workers, clients, and the community.
6. Willingness to accept challenges and engage in work to problem solve.
7. Do the personal work in order to effectively give and receive feedback.
8. The ability to recognize the difference between a crisis and priority; hold boundaries with yourself and others around this.
9. Take ownership of your personal physical, mental and emotional wellbeing.
10. Continually assess for your own personal biases, seek out information and training to adjust practices.
11. Engage in your own wellness goals as well as access wellness resources offered through Friendship Home as needed.
12. Investment and adherence to both Friendship Home Values and Guiding Principles.

Job Posting – Facility Support Specialist

FLSA Status: Non-Exempt

Wage: \$20.00 an hour

Summary:

To participate in efficiently operating and maintaining the shelter buildings and units.

Accountability:

Reports to Facilities Coordinator. Supervises Volunteers in area of expertise.

Knowledge and Skills:

Effective oral and written communication skills, excellent interpersonal skills, and the ability to handle multiple job duties. Knowledge of domestic violence. Ability to stand, climb stairs and step stools, walk, run, bend, and stoop for long periods. Ability to lift 50 lbs. Must have current driver's license and personal vehicle insurance.

Education and Work Experience:

High school equivalent is required. At least two years experience in building maintenance and food/supply purchase desired.

Essential Duties and Responsibilities:

1. Monitors storage locations and procedures to meet health and safety requirements.
2. Performs food and supplies procurement duties for all scattered units and shelter locations.
3. Regularly reviews the inventory status of needed food and supplies.
4. Keeps the food pantry and overflow pantry at FH2 stocked and organized at all times.
5. Responds to inquiries about order status, changes, purchases, or cancellations.
6. Reports maintenance issues for emergency shelters and scattered units.
7. Ensures that adequate supplies are on hand in all facilities.
8. Organizes and oversees volunteers in performing organizational or procurement tasks.



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9. Performs periodic safety and cleanliness inspections of all facilities and works with the Facilities Coordinator on needed tasks to ensure high standards.
10. Provides immediate and professional response to any security/safety emergency.
11. Prepares and maintains purchase orders and receipts to ensure accurate and timely reporting, verifying accuracy, price, and specifications. Prepares periodic reports as needed.
12. Develops positive long-term relationships with volunteers, donors, and vendors.
13. Assists with special projects and tasks the Facilities Coordinator or Program Supervisors assigns.

Friendship Home of Lincoln is an equal opportunity employer. Survivors, women, Black, Indigenous, and other people of color (BIPOC), trans folks, LGBTQ individuals, and people with disabilities are highly encouraged to apply.