

Job title: Facilities Coordinator

Reports to: Director of Finance & Operations

Start Date: February 2021

Job Category: Permanent, Part-Time (20hrs/week), OPSEU Bargaining Unit

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## About Us and Summary of the Role

### Mission

North York Women's Shelter actively supports the rights of women and children to build lives free of violence by providing non-judgemental safe shelter, advocacy, and a range of programs & services including 24-hour crisis support.

### Vision

Our vision is to create a community characterized by gender equality where women and their children feel empowered and safe and all services are provided according to the NYWS's Trauma-Informed Key Principles.

### Purpose

The Facilities Coordinator will assist and oversee all building maintenance and devices, working together with Director of Finance and Operations, while ensuring health and safety standards are met. The Facilities Coordinator will work as part of a larger shelter staff team working together to create a Trauma-Informed space and provide Anti Racist, Anti Oppressive services to survivors of violence and their children.

## Accountabilities and Responsibilities

- Arrange for regular maintenance of equipment and internal systems (e.g. heating, alarms, plumbing, fire panels, etc.)
- Reduce agency external maintenance calls by fixing minor malfunctions in buildings (such as checking for loose wires, tightening screws, changing light bulbs, switching on stove pilot light, snaking drains, etc.)
- Placing and planning service calls for maintenance and repairs as needed
- Ordering general supplies used throughout building timely and cost-effectively
- Check rooms and furniture to identify needs for repairs or renovations
- Design and oversee the schedule for cleaning and disinfecting within the building
- Monitor activities that happen outside the building, such as proper waste disposal and recycling
- Conduct market research and compare costs and benefits when considering new vendors, suppliers
- Ensure compliance with health and safety regulations
- Report findings and feedback to Director of Finance and Operations in a timely manner

## General and Related Responsibilities

- Takes personal responsibility to increase sensitivity, awareness of Trauma-Informed Practice and to act accordingly with residents, staff and visitors to NYWS
- Adheres to NYWS policies and procedures
- Works respectfully and maintains confidentiality with clients, co-workers, and the organization
- Attend and participate in additional team building, training, in-services, and community outreach as required
- Perform related duties as assigned by Director of Finance and Operations
- Other duties as assigned
- Able to work morning, evening, and weekend shifts, as needed

## Qualification and Skills

The successful candidate will hold:

- Experience as a Facilities Coordinator or similar role
- Strong knowledge of facilities management operations
- Familiarity with building equipment, including but not limited to, heating, water and security systems
- Hands-on experience with facilities management software is a plus
- Understanding of health and safety regulations

- Sound judgement and the ability to think quickly during emergencies
- BSc in Facility Management or Business Administration is preferred but not necessary

### The successful candidate will possess the following skills:

- Ability to successfully work from an anti-racist/anti-oppression and trauma-informed practice framework
- Excellent professional and empathetic communication skills, as well as strong problem-solving skills
- Strong organizational and time management skills with the ability to set priorities
- Ability to work respectfully and give firm directive to various vendors, trades, workers
- Ability to navigate conflict using anti-violence principles while representing the organization's needs
- Ability to work independently as well as part of a strong dynamic team
- Ability to work collaboratively in a pet-friendly environment
- Strong adherence to ethical policies, procedures, and exercises a high degree of confidentiality and privacy of information as outlined in NYWS policies and procedures, as well as in Trauma-Informed Practice – Key Principles

### Physical Requirements

- Ability to wear Personal Protective Equipment and adhere to COVID-19 infection prevention principles
- Able to lift up to and including 50lbs, sit and/or stand for extended periods of time and reach with arms/hands. Walking, standing, bending, stooping, reaching, twisting, lifting, pushing, pulling and moving items is occasionally required.
- Ability to access roof to troubleshoot equipment
- Exposure to illnesses such as cold and influenza on a weekly basis
- Exposure to loud sounds and high noise levels on a weekly basis
- Exposed to possible risks related to managing conflicts amongst women and children in crisis
- Exposure to external threats (abusive partners)
- As employees of an organization committed to harm-reduction, exposure to women who may be under the influence of substances including, but not limited to cannabis.
- Exposure to pets on a regular basis
- Must at all times be able to function effectively and accountably with women, children, and adolescents who may have mental or behavioral challenges. The staff must be able to demonstrate appropriate daily behavior, express appropriate emotions. Hostility, aggression and unnecessary or inappropriate physical actions as well as inappropriate emotional expression are not acceptable.

### Key Performance Indicators

- Continuous Improvement (PD participation)
- Appropriate representation of NYWS at fundraising and outreach events
- Team collaboration
- Community referrals
- Documentation
- Commitment to Trauma-Informed principles
- Alignment with Mission, Vision, Values

### Application

Email resumé and cover letter to **Vanessa Costa** [vanessa@nyws.ca](mailto:vanessa@nyws.ca) with subject line 'FC 0221'

*In accordance with our feminist, anti-racist and anti-oppressive framework, NYWS is committed to the development of an organization that reflects the communities that we serve.*

*We actively encourage applications from members of groups with historical and/or current barriers to equity.*

Position vacant until filled.

Potential candidates will be contacted. **We respectfully ask no phone calls or visits, and any made will not be returned.**