



**SAFEHOUSE DENVER INC.**  
**JOB DESCRIPTION**

**Operations Assistant**

**Reports to:** Director of Shelter Services

**Position Information:**

- 20 hours per week, with flexibility to meet program needs
- Primarily weekdays with some evening and weekend availability required
- Non-exempt position
- \$15 per hour

**Equal Employment Opportunity Statement:** SafeHouse Denver, Inc. is dedicated to the principles of equal employment opportunities. We provide equal employment and advancement opportunities to all individuals based on job-related qualifications and their ability and willingness to perform the duties necessary to accomplish the job, without regard to race, color, religion, creed, sex, marital status, national origin, age, sexual orientation, gender variance or identification, disability, military status, economic status, citizenship status, and/or veteran status. It is our policy to maintain a non-discriminatory environment free from intimidation, harassment or bias based upon these grounds.

**Position Summary:** Under the supervision of the Director of Shelter Services, the Operations Assistant is responsible for working with the Director to ensure ongoing functioning of the facilities and provide dignity of space to the residents and clients at the Emergency Shelter, Extended Stay Shelter, and our Counseling and Advocacy Center. Principle duties include general property landscaping, upkeep, and maintenance; coordination of maintenance and repair projects with contractors as necessary; and coordination and maintenance of accurate documentation related to all necessary inspections.

**Minimum Qualifications/Requirements:**

- High School Diploma or GED
- Experience in/knowledge of domestic violence issues highly desirable.
- Ability and willingness to negotiate discounted services.
- Excellent verbal and written communication skills, as well as strong computer skills.
- Experience and comfort working with diverse populations.
- Self-motivated with the ability to meet deadlines, remain flexible and adjust to changing priorities.
- The ability to organize/prioritize repair or maintenance needs and achieve results.
- Ability to move objects up to 50lbs, ascend and descend a ladder, position self to maintain sinks, and raise arms above head.
- Basic skills related to minor home repair and maintenance.
- Has own transportation.

**Specific Duties and Responsibilities:**

- Conduct regular walkthroughs of the buildings to determine where repairs or attention is needed.
- Address minor home maintenance issues as they arise (i.e. replace lightbulbs, reattach dresser knobs, hang shower curtains, etc.)

- Ensure completion of regular landscaping tasks (lawn mowing, weeding, garbage removal etc.) in order to maintain the outward appearance of the buildings within the neighborhoods.
- Maintain an inventory of supplies necessary for ongoing functioning and upkeep of the buildings (i.e. light bulbs, plungers, shower rods, etc.).
- Contact and coordinate repair services with outside professional contractors, with willingness to negotiate discounted or pro-bono services when possible, and supervise contractors while onsite.
- Manage larger construction projects for facilities as needed.
- Collaborate with Volunteer Coordinator as needed to coordinate service group projects related to facility maintenance and upkeep.
- Schedule all inspections related to fire alarm and suppression systems, elevator, etc. and maintain accurate documentation.
- Maintain current and cultivate new positive relationships with all companies, paid and pro-bono, through professional and respectful communication.
- Occasional on-call maintenance coverage for agency when Director of Shelter Services is unavailable.
- Attend weekly Case Management meetings, providing updates to team regarding operations and maintenance.

**All other duties as assigned**

- This description reflects management's assignment of essential functions, it does not prescribe or restrict the tasks that may be assigned.

**How to Apply:**

Interested applicants should email both a cover letter and resume to Laurel Tawresey, Director of Shelter Services, at [ltawresey@safehouse-denver.org](mailto:ltawresey@safehouse-denver.org)