



TAPESTRY FAMILY SERVICES

POSITION: **FACILITIES COORDINATOR**

GENERAL DESCRIPTION: The Facilities Coordinator is employed to provide oversight of all Tapestry office locations; to include, but not limited to compliance, safety and maintenance.

JOB DUTIES:

- Directly responsible for the adherence of all regulations and requirements pertaining to facilities.
- Manage and facilitate, in coordination with Mendocino County Mental Health and Operations Director, mental health site certifications.
- Assure facilities compliance with Council on Accreditation (COA), local or County regulations, laws and guidelines.
- Directly responsible for identifying and overseeing repairs and improvements to facilities, and communication to others responsible for making fiscal decisions for repairs
- Responsible for all facility maintenance requests.
- Responsible for safety compliance and/or inspections of all facilities
- Responsible for all communication devices and set up of staff equipment
- Manage cell phone set up and repairs with AT&T, US Cellular and Respectech as needed
- Oversee and coordinate, with the Leadership Team, office relocations and/or improvements.
- Work with fiscal to make any necessary changes to services; Comcast, Deep Valley Security, etc.
- Tracking expenses and identifying cost saving techniques for repairs, communicate to leadership or supervisor teams appropriately
- Identifying areas that can make the facilities more efficient, cost effective and safer for clients and staff, communicate with supervisor
- Participate in Performance Quality Improvement (PQI) meetings, working with Operations Supervisor in collecting data and auditing to support PQI specific to facilities, technology and vehicles.
- Other duties as assigned

ESSENTIAL FUNCTIONS:

- Available to travel to all Tapestry locations; Ukiah, Willits and Fort Bragg. Agency vehicles are provided.
- Able to collaborate and work directly with fiscal and other administrative staff to ensure safety and compliance for all facilities and vehicles.
- Excellent communication skills
- Excellent ability to track information
- Detail oriented
- Reliable and responsive
- Resourceful

MINIMUM QUALIFICATIONS:

- Knowledge of business facilities compliance and regulations.
- Sensitivity to the local service population with regards to culture, religion, race, gender, socioeconomic standing, etc.
- Good public relation skills; the ability to be clear and concise, friendly, patient and accommodating in dealing with the public.
- Ability to communicate well with various supervisors
- Readily available to positively take on new tasks or responsibilities

BENEFITS:

- 11 Paid holidays
- Birthday holiday
- 401k retirement
- Health, vision and dental insurance offered
- 12 Paid vacation days per year
- 12 Paid sick days per year

CONDITIONS OF EMPLOYMENT:

Clear background check with DOJ, CACI, FBI, Driver's License, Current Auto Insurance, Clean DMV Printout, required trainings post start date.

Medical conditions of employment: Obtain TB Test and Physical at time of offer.

TO APPLY:

Email Resume to humanresources@tapestryfs.org

Facilities Coordinator range: \$23.47 to \$28.53 per hour DOE