



## Safe Place Site Reviewer

*The job description is not intended to describe, in detail, the multitude of tasks that may be assigned but rather to give the employee a general sense of the responsibilities and expectations of his/her position*

**Direct Supervisor:** Safe Place Coordinator

**Position Function:** Perform site checks for Safe Place ensuring that signage is visible and employees/managers are aware of Safe Place procedures.

**Experience:** N/A

**Specific Functions:** Conduct brief interviews of site employee and manager (questions are provided). Note site needs and complete required report for each site. Submit all completed reports for assigned locations to ACH in a timely manner. Adhere to all Ach volunteer guidelines.

**Environment:** Use of personal vehicle to conduct site checks. Both Inside and Outside depending on site location.

**Confidentiality:** **Always** maintain confidentiality and follow policies related to volunteer, personnel, and client records, even after service has ended.

### **Key Expectations/Responsibilities:**

- Use of personal vehicle to conduct site checks.
- Represent ACH in a professional and positive manner.
- Good interpersonal and communication skills.
- Adhere to all ACH policies and procedures.