



JOB DESCRIPTION

POSITION TITLE: Operations Support Specialist (Part-time position)

EXEMPTION STATUS: Non-Exempt

JOB RELATIONSHIPS:

Reports to: Operations Manager/Chief Financial Officer
Supervised by: Operations Manager
Supervises: Not Applicable
Interrelationships: Alliance For Children Administration, Client Relations Specialist, Clinical Assistant and other staff, vendors, and agency partners.

Summary:

The Operations Support Specialist is responsible for the assistance in overseeing the day-to-day operations of all Alliance For Children facilities, supporting the agency, staff, and partners by providing a safe and mission-focused working environment.

Job Duties/Essential Functions:

SECURITY AND SAFETY SUPPORT

- Provide support in the management of the agency's security alarm and fobbed-entry systems at all centers where applicable, including assigning and tracking hardware and security codes for staff and partners.
- Provide support in the establishment of the agency Emergency Action Plan for each facility and coordinate annual drills, working closely with Client Relations Specialist and Clinical Assistants, as well as partners.
- Provide clear and consistent communications with Alliance For Children staff and partners in the event of a facilities-related security or safety event.
- Perform other related duties as requested by immediate supervisor or Chief Financial Officer.

INVENTORY AND FACILITIES MAINTENANCE SUPPORT

- Provide support with agency inventory control for all agency equipment and supplies including, but not limited to, quarterly supply order purchasing.
- Coordinate regularly scheduled maintenance and necessary repair services, working closely with immediate supervisor, Client Relations Specialists and Clinical Assistants.
- Proactively survey the exterior and interior of each facility bi-weekly, or as directed by supervisor, to determine necessary maintenance requirements.
- Perform cleanup or repairs and/or request vendor assistance if required. Activities include but are not limited to changing air filters, changing light bulbs, picking up debris, and providing custodial support if unexpectedly required.
- Assist in set-up and breakdown of meeting spaces, including audio/visual, at all

- centers as requested and available.
- Provide support in the coordination and implementation of major office moves or deliveries, ensuring that existing office furniture is utilized when possible, and that safety is priority.
 - Perform other related duties as requested by immediate supervisor or Chief Financial Officer.

Knowledge/Skills/Abilities:

- Associates degree preferred but not required.
- Minimum of two years' work experience preferred.
- Must have valid driver's license and proof of liability insurance.
- Must successfully complete criminal and civil background checks.
- Able to maintain confidentiality and present in a positive, professional manner at all times.
- Able to maintain composure and professionalism under pressure of deadlines.
- Regular and reliable attendance.
- Personal qualities of integrity, credibility, and dedication to the mission of Alliance For Children.

Physical Requirements:

Able to sit, walk, stand, bend, squat, kneel and twist on an intermittent and sometimes continuous basis. Able to climb ladders. Able to grasp, push, pull objects such as files, file cabinet drawers and reach overhead. Able to operate a telephone and computer. Able to lift up to 30 lbs. Independent travel by private auto required.

Mission:

The mission of Alliance For Children is to protect Tarrant County children from child abuse through teamed investigations, healing services, and community education.