



**Job Title:** Maintenance Advocate

**Reports to:** Operations Director

**Reviewed:** 7/1/2024

**Position Summary:** The Maintenance Advocate will be responsible for the general upkeep of Pathways' properties. This will include light maintenance such as very basic electrical work (replacing light bulbs, installing new outlet plates, etc.), basic plumbing (unclogging drains, caulking tubs, assessing leaks), light patching of flooring, walls or ceilings, and other light maintenance tasks as needed.

**Requirements:** High School Diploma required or GED. Prior experience with repairs in various fields is preferred.

**Core Values:** Pathways has 6 core values (listed below) that will be adhered to by all staff, board members and volunteers.

1. **Integrity:** We act in a way and make decisions that are, at all times, honest, truthful, transparent, authentic, consistent, and relative to Pathways' mission and values. We will show accountability to see each task through to its fulfillment and hold others to the same expectation. We actively listen and are open to feedback and improvement. We take responsibilities for our mistakes and learn from them. We acknowledge our roles in conflicts and participate in finding and implementing solutions.
2. **Respect:** We value, listen to, learn from and appreciate each other, our clients, our board, our donors and our community. We treat every person with dignity. We assume the best intentions in all people, giving everyone the benefit of the doubt. We give feedback directly, respectfully, and with a focus on solutions. We communicate our needs and expectations openly, and do not get angry at others' failures to fulfill expectations we do not clearly set. We carry out conversations and actions in a way that is thoughtful and high in quality.
3. **Inspiration:** We choose to see the potential in every person we meet. We inspire hope and create opportunities that empower. We will strive to be passionate about breaking the cycle of homelessness in those we serve. We will be actively present while on duty for Pathways, whether at the facility, in the community, or at a meeting. We will arrive ready to make a difference in the lives of those we serve.
4. **Excellence:** We will demonstrate exceptional performance and service. We will implement programs that not only meet our mission, but also meet our mission beyond expectations. We will evaluate every aspect of pathways, including our board, employees, clients, and specific programs.
5. **Community:** We are community leaders and advocates for individuals and families experiencing homelessness, and those at risk of homelessness. We will engage in various aspects of the Yankton community and surrounding areas. We will seek out partnerships that will be mutually beneficial. We will encourage collaboration between Pathways and other agencies, businesses or organizations and strive to eliminate the duplication of resources.
6. **Responsible Stewardship:** We will receive and accept all gifts or donations with enthusiasm and express sincere thanks using appropriate methods. We will demonstrate responsible use of the

gifts and donations and provide proof of responsible use. We will provide recognition for donors in a respectful and appropriate manner.

**Essential Duties and Responsibilities** include the following. Other duties may be assigned as needed.

***Operations***

1. Understand and maintain strict confidentiality for every Pathways client.
2. Uphold Pathways' policies and procedures, strictly enforcing Pathways' rules.
3. Recognize & deal with crisis situations, but knowing your own limitations, knowing when to alert authorities or ask for help.
4. Maintains a positive team approach to services by ensuring that all concerns or potential conflicts are addressed immediately with the best interest of the client, solidarity of the staff and the mission of Pathways being a focus over self.
5. Perform all maintenance tasks (within reason) that are added to the "Maintenance List" document in Google Drive. Inform supervisor if something is outside of your comfort zone.
6. Maintain organization in the "tool room" in Pathways' basement.
7. Any other duties agreed upon by supervisor and employee.

***Administrative Tasks***

8. Maintain accurate documentation of maintenance tasks using Slack and Google Drive.
9. Purchase needed repair materials or tools with assistance of supervisor.
10. Turn in all necessary receipts to the Operations Director if items are needed for repairs.
11. Attend All Staff Meeting and Training once per month.
12. Attend additional meetings and trainings as requested by the supervisor.

**Hours:** Sunday through Saturday, 10-20 hours per week - schedule varies based on the repairs needed that week.

**Wage:** \$18/hour

**Benefits:** No benefits are offered with this position.

Advocate signature: \_\_\_\_\_

Date: \_\_\_\_\_

Executive Director signature: \_\_\_\_\_

Date: \_\_\_\_\_