



Creating opportunities for people to rise above barriers in their pursuit of better lives.

<p><b>PROGRAM/DEPARTMENT:</b> La Cooperativa de Campisina Programs</p> <p><b>LOCATION:</b> Santa Rosa, CA</p>	<p>CHD is committed to implementation of an Affirmative Action Policy and the Americans with Disabilities Act in its recruitment selection and placement of all personnel.</p> <p>CHD is an Equal Opportunity Employer</p>
<p><b>JOB DESCRIPTION TITLE:</b> Program &amp; Safety Monitor</p>	<p><b>POSITION STATUS:</b> Regular Full Time <b>FLSA STAUS:</b> Non Exempt</p>
<p><b>SALARY:</b> DOE</p>	<p><b>Program Hours:</b> Varies</p>

**SUMMARY:** The Program Monitor will ensure the program(s) are in compliance with the grants and regulatory agencies.

**ESSENTIAL RESPONSIBILITIES AND DUTIES:**

Under the supervision of the HR Director, Program & Safety Monitor performs the essential responsibilities and duties including:

- A. Visit job sites to ensure safety audits/inspections on personnel, equipment and materials have been conducted by the worksite supervisor(s).
- B. Obtain copies of IIPP/Hazard Communication Plans, initial inspections, safety trainings given and safety meeting minutes to ensure worksite is complying with grant and regulatory agency regulations.
- C. Recommend changes to worksite managers/supervisors on safety procedures and policies for the benefit of employees and participants.
- D. Obtain and analyze accident/injury reports and evaluate case studies based on available facts.
- E. Maintain records of injury/illness and propose corrective actions to the worksite manager(s). Report findings to HR Director.
- F. Collect workers compensation forms from participants on behalf of La Coopertiva.
- G. Ensure compliance with all regulatory bodies and standards (including OSHA, CalOSHA, EPA, etc.) in coordination with Employer of Record
- H. Other duties as assigned.

**KNOWLEDGE, SKILLS AND ABILITIES:**

**LANGUAGE**

- A. Ability to communicate effectively verbally and in writing with individuals and groups, including occasional public speaking.

- B. Ability to conduct effective public relations.
- C. Ability to read, analyze and interpret brochures, contracts, correspondence or other governmental regulations in English.
- D. Spanish-speaking ability desirable.

**MATHEMATICAL SKILLS:**

- A. Ability to use arithmetic skills normally applied in this position.
- B. Create and interpret presentation charts and graphs.

**REASONING ABILITY:**

- A. Sufficient capability in cognitive reasoning to perform complex transactions with a high degree of accuracy.
- B. Ability to solve practical problems and deal with a variety of concrete variables by using judgment that is consistent with standards, practices, policies, procedures and State and Federal regulations/laws.
- C. Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.
- D. Ability to maintain appropriate boundaries with clients and staff both on and off duty as defined by agency ethical codes.
- E. Ability to solve problems and resolve conflicts effectively.
- F. Possess a dedicated interest in serving disadvantaged people.
- G. Possess a professional attitude towards fellow employees and clients served.
- H. Ability to maintain own psychological well-being.
- I. Ability to recognize and manage personal bias.
- J. Support current and evolving company culture.

**SUPERVISORY RESPONSIBILITIES:**

NONE

**QUALIFICATIONS:**

**EDUCATION:**

- A. Bachelor's Degree in related field preferred.
- B. Combination of education and experience sufficient to perform the essential functions of this position.

**EXPERIENCE:**

- A. Minimum of two years' experience with program monitoring is preferred.
- B. Proficient with Microsoft Office applications (Excel, Word, PowerPoint, Outlook)

**WORKING CONDITIONS:**

A) **PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. This position will travel to various worksites which may include heavy equipment operation and/or other specialized equipment.

The terrain may be difficult to navigate depending on the worksite.

This position requires:

Frequently:            Sitting, Walking, Seeing, Hearing, Speaking,

Occasionally: Standing, Carrying  
Stooping, Lift up to 40 lbs, Squatting, Kneeling,  
Bending, Pushing/Pulling, Climbing, Twisting

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

B) WORK ENVIRONMENT:

This is a fast paced environment and the noise level is usually moderate.

May have exposure to hazardous materials and /or conditions.

**CERTIFICATES, LICENSES:**

- Valid California Driver's license.
- Proof of insurance on personal vehicle.
- Recent satisfactory California DMV printout of driving record.

**ACCEPTANCE AND CERTIFICATION:**

Upon acceptance of employment with CHD, I certify that I have read and understand the essential functions of my job as outlined above.

---

Employee's Signature

Date

Supervisor's Signature