

Matthew House Refugee Welcome Centre - Windsor
Windsor Baptist Refugee Ministries

Job title	<i>Property Coordinator(s)</i>
Reports to	<i>Executive Director or Designate</i>

Position Summary:

The Property Coordinator(s) will seek to ensure Matthew House is maintained in a clean and safe manner, and provide emergency response between the hours of 9pm and 9am.

Key responsibilities: maintenance, safety, security, and crisis response.

Duties and Responsibilities

Safety and Security

- Conduct a nightly safety inspection, ensuring doors and windows are locked as required.
- Conduct monthly inspections of fire, security, and mechanical systems.
- Conduct monthly fire safety drills.
- Conduct periodic check of video recording to ensure safety and rule compliance.
- Respond to staff or Police request for video footage.
- Log all inspections, drills, and fire system activations.
- Provide access to units for residents who have locked themselves out, after office hours.
- In case of emergency, be aware of, and provide Fire Department staff with list of current residents, noting those who are out of the building after 10pm.
- At the direction of the Shelter Coordinator, check new clients into rooms after office hours.
- Schedule and facilitate annual fire system inspection.

Crisis Response (Outside Office Hours)

- Respond to property maintenance and repair issues that cannot safely be delayed until the following day.
- Respond to inappropriate resident behavior, reporting such behaviours to the Shelter Coordinator.
- Using de-escalation principles, respond to resident conflict, mediate conflict and seek peaceful outcomes.
- Respond to health and safety emergencies by notifying appropriate EMS and Executive Director.
- In the event of fire or evacuation, ensure that all residents have left the property, act as liaison with EMS personnel, and notify Executive Director.

Property Maintenance

- Conduct daily property maintenance and repair inspections, documenting and arranging for issues to be addressed in a timely manner.
- In conjunction with the Shelter Coordinator, conduct inspections of rooms/apartments on a monthly basis, or upon move out of a client.
- With the assistance of Matthew House Property Committee, community volunteers and residents, ensure that the exterior and common areas of the property are kept clean and well maintained, per schedule provided.
- Recruit, schedule, coordinate, and support volunteers attending Matthew House to complete repairs or conduct maintenance.

- Maintain a list of property related contacts as well as short and long-term maintenance and repair projects.
- Serve as liason for all property volunteers and contractors.
- Seek quotes for property repair, maintenance and improvement projects, prioritizing no-cost or cost-effective solutions.
- Seek approval from Executive Director for any required repair exceeding \$500, or where a contractor is required.
- Work with Executive Director to develop annual property budget

Other Duties

- Become involved in the life and operation of the ministry in a manner that fits individual interest and the needs of our current residents
- As assigned by Executive Director

Preferred Qualifications

- Attention to detail, self-starter, team builder, and dependable.
- Experience with property maintenance and repairs.
- Experience working with volunteers.
- Demonstrated Christian faith and adherence to orthodox Christian doctrine.
- Experience working cross culturally and comfortable with diverse languages.
- As condition of employment, must:
 - Reside on-site at Matthew House
 - Provide a Vulnerable Sector Police Clearance
 - Complete a statement of Confidentiality
 - Maintains authorization to work in Canada.

Direct reports

- Property volunteers
- Contractors
- Residents

Approved by:	<i>M.Morency</i>
Date approved:	<i>06/2019</i>
Reviewed:	<i>10/2026</i>