


**DONA ANA COUNTY
JOB DESCRIPTION**

POSITION TITLE: Project Lifesaver Specialist		PAY GRADE: B22
DEPARTMENT: Sheriff's	FLSA: <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-Exempt	
REPORTS TO: Victim Advocate Supervisor	LEAD: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
BARGAINING UNIT: N/A	SUPERVISOR: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
POSITION NUMBER:		
APPROVED: 		<u>7/27/2020</u> Date
Department Head <i>Deborah Weir</i>		7/24/2020 Date
Human Resources Director		

- I. **PURPOSE SUMMARY.** Responsible for working with Doña Ana County residents, their families and caregivers suffering from Alzheimer's and other cognitive impairments by assigning and maintaining a lifesaving bracelet.
- II. **ESSENTIAL DUTIES.**
1. Maintain database of project lifesaver clients, contact information, and dates of service.
 2. Perform mandatory battery changes for each client monthly on or about the same date monthly.
 3. Maintain an inventory of supplies for the Project Lifesaver budget.
 4. Assist with public forums, demonstrations and information primarily for marketing this program.
 5. Implement new client services to include photos, database entry, and paper file copies.
 6. Coordinate with local, state and federal agencies and representatives for networking purposes.
 7. Responsible for maintenance and upkeep of unit receivers to ensure proper battery charge when needed for a search.
 8. Train Sheriff's office staff and volunteers in utilizing and maintaining unit receivers as needed.
 9. Provide monthly activity reports for the national organization and maintains internal records.
 10. Maintain confidentiality of medical and client information.
- III. **ADDITIONAL DUTIES.**
Other related duties as assigned.
- IV. **QUALIFICATIONS.**
- A. **Education.** High School diploma or equivalent.

- B. **Experience.** Must have a minimum of one (1) year of full time customer service experience. Bilingual (English/Spanish) preferred.
- C. **Education/Experience substitution.** In accordance with County policy.
- D. **Licenses/Certifications.** Valid NM or TX driver's license is required.
- F. **Other (e.g., post-offer, polygraph, background check, etc.).** Must pass background. No felony convictions. Must maintain a satisfactory driving record in accordance with County policy.

1. **KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED BY THE POSITION:**

- Knowledge of telephone etiquette
- Basic arithmetic
- Filing techniques and procedures
- Records and budget management
- Word processing and spreadsheet development
- Perform calculations
- Maintain electronic and paper records
- Create, edit, save, sort, view and retrieve information
- Skilled in communication and interpersonal relations to provide effective customer service to the public, company representatives and other employees
- Ability to handle sensitive matters so as to maintain confidentiality of personal information

2. **FREEDOM TO ACT:**

The supervisor provides continuing or individual assignments by indicating generally what is to be done, limitations, quality and quantity expected, deadlines, and priority of assignments. The supervisor provides additional, specific instructions for new, difficult, or unusual assignments, including suggested work methods or advice on source material available. The employee uses initiative in carrying out recurring assignments independently without specific instructions, but refers deviations, problems and unfamiliar situations not covered by instructions to the supervisor for decisions or help. The supervisor assures finished work and methods used are technically accurate and in compliance with instructions or established procedures. Review of work increases with more difficult assignments if the employee has not previously performed similar assignments.

3. **GUIDELINES AND JUDGMENT:**

Procedures for doing the work have been established, and a number of specific guidelines are available. The number and similarity of guidelines and work situations require the employee to use judgment in locating and selecting the most appropriate guidelines, references and procedures for application, and in making minor deviations to adapt the guidelines to specific cases or problems.

4. **PHYSICAL DEMANDS:**

The work involves both sedentary and light physical duties. Typically, the incumbent sits comfortably to do the work when in the office. When performing light physical duties, the employee will be assisting clients in set up and maintenance of the project lifesaver devices.

There may be some walking over rough or uneven terrain, standing, bending, and carrying of light items

5. WORK ENVIRONMENT:

The environment involves everyday risks or discomforts that require normal safety precautions typical of such places as offices, residences, commercial vehicles. The work area indoors is adequately lighted, heated, and ventilated, and work outdoors is subject to variable temperatures, weather conditions and typical driving hazards.

6. SUPERVISORY RESPONSIBILITY:

None. The incumbent is responsible for his/her own work.

V. EMPLOYEE ACKNOWLEDGEMENT:

I have read my Job Description and understand my assigned responsibilities, and have been given a copy of this Job Description. I have also received a copy of the Personnel Policies and Procedures Handbook, and understand that I am responsible for reading and following all relevant policies and procedures outlined in it. I also certify by my signature below that I am able to perform the essential functions of this Job Description with or without reasonable accommodation.

Accepted by: _____ Date _____
Employee *Date*

09/10