

Job Description & Title:

Field Response Coordinator

Location: Northeast Minnesota (Duluth, Grand Rapids, Aitkin area).

2 Full Time Equivalent Positions

Closing Date: Friday, 03/26/2021, 11:59pm

Rate: \$28+ per hour pending qualifications

General Summary: This **Field Response Coordinator** verifies, monitors, assesses, and refreshes training of personnel with emphasis on public safety, de-escalation techniques, respecting people, and reporting incidents. The job involves conducting formal observations at worksites as well as interacting with personnel to provide toolbox talks, conduct educational survey checks on a variety of topics related to security knowledge. Knowledge and experience with regional social and cultural sensitivities is highly valued. This position is flexible in nature and duties may change slightly based on field and management feedback.

Position Responsibilities:

- Responsible for conducting Spot Checks on worksites to verify knowledge, implementation, and expectations around security responses and respecting people.
- Assist in the preparation and development of training materials.
- Reviews schedules and determine timetables for trainings, site visits and meetings for assigned segments.
- Assists in development of training plans and performs initial and follow-up training in accordance with Client professional standards and helps develop corrective action plans as necessary.
- Prepares and presents the results of work and recommendations in the form of oral and written communications.
- Maintains appropriate files.
- Appropriate work attire is required (including but not limited to steel-toe boots, reflective vests, hard hats, protective glasses, etc.)
- Must attend all mandatory trainings regarding worksite safety
- Ensure confidentiality of records and all records for clients.
- Displays a responsive and professional manner in promptly responding to all requests, complaints, and problems.

- Recognizes that each employee is a representative of Paramount Planning and the Client we work for and is responsible for demonstrating courtesy, respect, and sensitivity to the needs of all others, including visitors and co-workers.
- Represents the Paramount Planning in a positive and professional manner in the communities we work in.
- Due to changes and modifications in the job from time to time, employees are required to be flexible and assume other responsibilities assigned by management as deemed necessary.
- Some assignments may not be listed on this description.

Position Qualifications: Knowledge, Skills and Abilities Desired

Minimum Job Requirements: Education & Experience-

Applicants must meet one or more of the following degree and experience requirements:

1. Bachelor's degree (Business Management, Law, Public Administration, Human Resources, or other related field) and 5 or more years of experience in a field related to the duties and responsibilities specified.
2. An Associate's degree with 7 or more years of experience in a related field.
3. Ten or more years of experience in a related field (Degree requirements may be waived)

Additional Requirements:

1. Willingness to work irregular hours; and travel a major part of the time.
2. Must Possess a valid Driver's license, ability to maintain reliable access to a vehicle, and willingness to drive long distances in rural communities in all seasons; and be insurable, by date of employment and thereafter.
3. Must successfully pass a background and references check.

Preferred Skillsets: Education & Experience

- Excellent writing and documentation skills, including attention to detail.
- Comfortable working in rural areas, including on worksites and outdoors.
- Experience working with individuals from varied backgrounds and/or facilitating difficult conversations.
- Knowledge of Security and Human Rights and Human Trafficking.

- Knowledge of computer applications to include word processing, Access, Excel and Microsoft Outlook is required.
- Skill in communicating to exchange or convey information; or give instructions.
- Ability to form respectful relationships with people.
- Ability to maintain a professional and business-like demeanor, even during stressful and adverse situations.
- Ability to take accurate notes clearly, concisely, and accurately describing observations in written form
- Ability to analyze processes and make recommendations for improvements.
- Ability to interact well with people of different nationalities, genders, orientations and educational backgrounds.
- Ability to work well as part of a team as well as independently.
- Ability to understand, implements, and gives oral instructions.
- Ability to communicate effectively, both orally and in writing is required
- Ability to effectively communicate information, policies, and/or procedures in a manner easily understood by the target audience.
- Ability to communicate effectively orally and in writing is required.
- Ability to work independently and establish priorities is required.
- Attention to detail and accuracy is required.
- Ability to establish professional and harmonious working relationships on all projects and with all parties involved.
- Ability to establish professional and harmonious working relationships on all projects and with all parties involved.
- Ability to provide prompt resolution of problems and conflicts as they may occur is required.

Position Benefits:

Health Insurance Coverage, Disability Insurance, Life Insurance, paid vacation, paid sick time, and flexible hours are available.

For any questions or comments, and to submit Resume, Cover Letter, and supporting documentation;

APPLY TO:

Paramount Planning

Re: Job Application

Blain Johnson, President & Owner

blain.johnson@paramountplanning.net

701-429-1737