



Neighborhood Health – Facilities Assistant  
Non-Exempt, 20 Hours

At Neighborhood Health, we're passionate about our mission to provide a kind and caring premiere workforce. Our team-based approach to comprehensive patient care creates a challenging and rewarding work environment where you have a direct role in helping members of our community receive quality medical services they can afford. And that's something you can feel good about.

As a member of our growing team, you will feel at home in a fun and diverse community of healthcare professionals. Our goal is simple: improving access to healthcare in our community and surrounding areas. Neighborhood Health is looking to add a Facilities Assistant to our team. Together, we are all committed to building healthier communities by delivering comprehensive, quality health care with compassion and respect.

As Facilities Assistant, you will:

- ✓ Ensures compliance with health and safety standards and industry codes.
- ✓ Implements best practice processes to increase efficiency.
- ✓ Provides prompt responses to requests and issues from staff.
- ✓ Handles the destruction and disposal of obsolete or unusable equipment notifying Accounting of any updates to the inventory log.  
-Handles equipment donations.
- ✓ Ensures supplies, equipment, and product specifications meet requirements (OSHA, grant, department, etc.)

Requirements:

- Minimum of three years' experience in building maintenance. One year of supervisor experience required.

Education Requirements:

- Associates Degree preferred.

This position is part-time with some benefits. We offer competitive pay, dental, vision, critical illness & accident insurance, 403(b) retirement plan.

Interested? Send a resume and a cover letter to Eve Martinez, Talent Acquisition Specialist, by 5 pm Tuesday March 12, 2024. EOE.

Neighborhood Health is an Equal Opportunity Employer. Neighborhood Health does not exclude people or treat them differently for any aspect of the organization because of race, color, national origin, age, disability (physical or mental), or sex (including sexual orientation).

If you are a qualified individual with a disability or a disabled veteran, you may request a reasonable accommodation if you are unable or limited in your ability to access job openings or apply for a job on this site as a result of your disability. You can request reasonable accommodations by contacting Human Resources at [hrdept@nhci.org](mailto:hrdept@nhci.org)