



Siksika Family Services Corporation
SUPPORT FOR INDEPENDENCE
Security Services Worker
On-reserve
(Contract basis)



Closing Date: OPEN until position is filled.
10/24

GENERAL STATEMENT OF POSITION:

The Security Services worker performs duties necessary to protect the employees, clients and visitors of SFI from harm. Maintaining order and security within the offices. The security services worker conducts regular patrols and inspection of SFI facilities to identify and report damage and potential security risks. Provides security and protection for employees, clients and visitors; personnel are prevented from restricted areas

REPORTS TO: SFI Manager

DUTIES AND RESPONSIBILITIES:

- Patrols SFI facilities, work sites, grounds and designated secured areas to identify security risks, and ensure the building and surrounding areas and assets are safe and secured.
- Attend all responses to alarms, medical emergencies, fire and other similar matters, within the designated areas and contacting appropriate emergency services if required.
- Monitor entrance and departure of employees, clients and visitors within the offices to ensure safety and access in accordance with Siksika Family Services policies and procedures.
- Intercepts and confronts unwelcomed intruders or visitors.
- Warns persons of rule infractions or violations and apprehend or evict violators from premises, using force only if necessary.
- Report any problems with access control to the Supervisor.
- Writes reports of daily activities (log book) and irregularities (incident reports), such as equipment or property damage, theft, presence of unauthorized persons, or unusual occurrences.
- Calls local police or department in cases of emergencies, as required.
- Be at the scene when dispatched authorities arrive to facilitate access and to help as necessary and instructed.
- Communicate with Supervisor whenever there is an issue involving safety or security.
- Performs other duties as assigned.

EDUCATION AND EXPERIENCE:

- High School Diploma is an asset.
- Basic Security training certificates required.
- 1-3 years of verifiable experience as a security office in an office environment is preferred.
- Certificates in First Aid, CPR, Crisis Prevention and Intervention is required.

Resumes and cover letters should be emailed to hbm@siksikafamilyservices.com

Please quote **Job Title** on your cover letter.

IMPORTANT: All applications **must** be complete and include the following:

1. Degree/Diploma/Certificates and/or other pertinent related documents.
2. Clear Criminal Record and Child Intervention Check.
3. Copy of Driver 's License.

We thank all those applicants in advance, however only those candidates selected for an interview will be contacted.