



Siksika Family Services Corporation
SIKSIKA CAREER EMPLOYMENT & INCOME SUPPORT
Security Guard
Calgary Bridgeland Complex
(Contact Basis)
Closing Date: OPEN until position is filled.
01/2025



GENERAL STATEMENT OF POSITION:

Security Officers perform duties necessary to protect the Bridgeland Complex and Residents of the building from harm, maintaining order and security within the building. The Security Guard conducts regular patrols and inspections of buildings and facilities to identify and report damage and potential security risks. Provide security and protection for Residents; prevents vandalism and physical conflict. Work also involves ensuring that the building is secure and that unauthorized personnel are prevented from accessing restricted areas.

REPORTS TO: Security Supervisor, Program Coordinator, SCEIS Supervisor/Director as required

DUTIES AND RESPONSIBILITIES:

- Patrol the building and grounds to identify security risks, and ensure building, unoccupied suites, external doors, care park and security systems are safe and secured
- Attend all responses to alarms, medical emergencies, fires and other similar incidents, evacuating premises and contacting appropriate emergency services if required
- Monitor Buildings' visitors to ensure safety and access in accordance with Siksika Family Services Corporation building policies and procedures and Occupational Health and Safety regulations
- Liaise with external organizations including emergency services regarding security and safety issues
- Monitor entrance and departure of residents, employees, visitors, and other persons to guard against theft and maintain security of premises
- Intercept and confront unwelcomed visitors
- Check, lock and unlock doors according to schedule
- Warn persons of rule infractions or violations and apprehend or evict violators from premises, contacting Calgary Police Services as necessary
- Report hazardous conditions to the Security Supervisor who will then report to SORAH'S property manager
- Answer alarms and investigate disturbances
- Be at scene when dispatched authorities arrive to facilitate access and help as necessary instructed
- Write reports of daily activities (log book) and irregularities (incident reports) such as equipment or property damage, theft, presence of unauthorized persons, or unusual occurrences

Please email HRM@siksikafamilyservices.com for Full Job Description

EDUCATION AND EXPERIENCE:

- High School Diploma
- Basic Security Training Certificate
- Two-Five years of verifiable experience officer in a residential or commercial building preferred.
- Previous military and/or policing service
- Knowledge of Siksika Culture and Language

Resumes and cover letters should be emailed to hrm@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.