

SECURITY GUARD (Full Time, Part Time)

Project Life is seeking a highly motivated individual to join the Security Department. The security guard is under the direction of the Security Supervisor and the executive director. This is a unique position at Project Life. Security guards are required to provide reception and support to the families residing at the shelter.

JOB RESPONSIBILITIES

1. Attend all job-related training classes when scheduled;
2. Rotate day, evening and night shifts at regular intervals and work some shifts on some weekends
3. Be at his/her work station at the beginning of an assigned shift and remain there until replaced.
4. Continually monitor the facility's interior and exterior premises and take appropriate action to prevent or respond to safety and security risks.
5. Complete regular facility safety patrols.
6. Maintain log of facility activities and provide written reports of rule violations and major incidents.
7. Provide reception and assistance to Families and guests. Answer the Project L.I.F.E. phone, assist callers or refer calls to the appropriate staff member.
8. Maintain a census of who is in the building at all times and accurately report same at shift change.
9. Maintain computerized Family Care Monitor's Log showing the time and a summary of every significant occurrence on the shift, plus the Daily School Departure and Return List for resident children, and the daily census for Adults.
10. Know and execute all emergency procedures with no error that could put residents, staff or visitors at risk.
11. Notify the Director, or their designee, of all contact with law enforcement, fire, and/or emergency personnel. Notify a case manager, or their designee, of any and all unusual situations that occur on his/her shift, including physical or verbal fights, threats or harassment.
12. Prepare a written incident report of the above and record a summary in the FCM Log.
13. Perform other duties as assigned during your shift.
14. Protect the confidentiality of residents and maintain professional boundaries at all times.

QUALIFICATIONS

1. Must have New York State Licensed Security Guard at least 2yrs experience (preferred).
2. Accepts as conditions of employment the requirements to rotate regularly through all three shifts, provide weekend coverage as scheduled.
3. High school diploma/GED.
4. Basic word processing skills preferred.
5. English/Spanish bilingual helpful.
6. Background check