

	<b>JOB POSTING</b>	
	<p style="text-align: center;"> <b>We Wai Kai Healing Society</b>  <b>SECURITY OFFICER - CASUAL</b>   <b>Reports to: Director of Operations</b> </p>	

### Who We Are

We, the We Wai Kai, embrace our language and culture to build a proud, healthy, safe, and self-sufficient community. We support and encourage each other to thrive through following the footsteps of our ancestral history, as stewards of our lands and waters, while balancing our role in modern day society.

The Tsakwa'lutan Healing Centre represents a vision for addiction recovery with the goal of restoring lives and families and empowering communities. Our approach is to destigmatize addiction as an individual issue and to engage, educate, and empower individuals, families, and communities in the recovery process. We do this by bringing the best of western medicine together with our traditional healing practices and values.

### Position Overview

Reporting to the Operations Manager, Security Officers are responsible for monitoring, maintaining, and reporting on the security of the property and infrastructure at the Wellness Center. Security Officers will also perform janitorial duties as required.

This job description provides a general overview of the duties and responsibilities of the Security Officers. In addition to the job description, more detailed lists of job duties and responsibilities may be available. The policies and procedures of the Wellness Center and the Nation further describe the performance and behavioural expectations of all employees.

### Responsibilities and Duties

Under the direction of the Facilities Manager, Security Officers monitor, manage, and report on the security of the facility's infrastructure and grounds, including but not limited to:

- Touring all areas of the property, including access points, grounds, buildings, and public and private areas, ensuring the property, buildings, tools, and equipment are safe and secure
- Responding promptly and firmly to uninvited visitors to the property and to clients or others behaving in an inappropriate manner
- Maintaining communication with the Front Desk Clerk and responding to calls, as needed
- Maintaining a secure system for keys, codes, and other security tools and information
- Responding using established protocols to alarms, fires, power outages, other emergencies
- Reporting regularly to the Manager and other responsible parties regarding the security of their areas of responsibility
- Using best practice work procedures supported by appropriate documentation
- Maintaining compliance with health and safety regulations and related policies and procedures

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All employees working for the We Wai Kai Nation and its enterprises are required to work collaboratively and supportively to achieve the overall goals of the Nation. As such, employees are expected to work outside of their own jobs and job descriptions from time to time to achieve the goals of the organization. Job duties and work schedules may be changed from time to time to achieve these goals.

### **Confidentiality and Privacy**

In the course of working for the Nation or one of its enterprises, employees may become aware of confidential business and personal information, including information about other employees, clients, and community members. This information may not be disclosed without prior written permission. All employees must be aware of and adhere to the applicable privacy and confidentiality policies and procedures of the enterprise and the Nation.

### **Key Contacts**

- Front Desk Clerk
- RCMP

### **Preferred and Required Qualifications & Experience**

[Some required qualifications may be achieved on-the-job]

- Grade 12 graduation
- Security, first aid, and janitorial training
- Communication and conflict de-escalation training
- Ability and willingness to interact in an appropriate manner to site intruders or others behaving inappropriately
- Decision making skills, often in stressful and time sensitive circumstances
- Basic computer skills to maintain records and reports
- Organizational and time management skills with attention to details and accuracy
- Flexible work practices – to work independently and to cooperate as a team member, as required
- Ability and willingness to participate in a workplace culture valuing the health and safety of employees and clients
- Positive and respectful outlook towards their job, other employees, and the clients they serve
- Adherence to the workplace rules and policies of the Wellness Center and the Nation, the established procedures related to this position, and to generally accepted work practices related to respectful and cooperative team performance

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- Clean criminal record [relevant to the position]
- Valid driver's license

#### **Personal Attributes**

Security Officers will often be working alone and without close supervision. They will, from time to time, encounter situations that call for conflict de-escalation, tact, firmness, and clear decision making. It is important that they exhibit a strong work ethic that includes the ability and willingness to consistently deliver high quality and efficient performance.

#### **Physical Requirements and Working Conditions**

This position requires constant physical activities on all areas of the grounds and buildings, occasionally requiring additional work hours including early mornings, late evenings, weekends, and holidays. The workplace is often busy, resulting in regular interruptions and related stresses.

**Only shortlisted candidates will be contacted for interviews. Please no telephone calls.**

Email resume to: [helen.chickite@capemudgeresort.bc.ca](mailto:helen.chickite@capemudgeresort.bc.ca)

Attention: Helen Chickite, Operations Manager

Closing Date: Open until filled