



## Job Posting

**Job title:** Safety Coordinator

**Location:** Pala, CA

**Application Deadline:** Open until filled (*Early applications encouraged*)

**Compensation:** Minimum of \$28/hour. DOE

**Benefits:** *\*Paid Holidays \*Rich Medical, Dental & Vision \*Generous Vacation & Sick \*401(k) Match*

**Status:** Full Time/Regular position

**WE ARE AN ORGANIZATION THAT VALUES IN-PERSON COLLABORATION AND INTERACTION, SO  
WE DO NOT OFFER ANY REMOTE POSITIONS.**

## Job Summary

The Safety Coordinator is responsible for a variety of routine administrative, technical, and professional tasks in analyzing and administering various components of the environmental, health/safety, maintenance and security programs. Daily tasks may include, but are not limited to, the following: general oversight of the safety of all SCTCA locations (including parking lots and surroundings), observing for and prompting compliance with facility protocol and policies/procedures, and providing reports as requested. This position occasionally requires after hours phone calls/texts relating to security/alarm notifications. This person reports directly to the SCTCA Human Resources Director.

## Examples of Essential Functions

1. Writes incident reports of irregularities such as equipment or property damage, accidents, injuries, theft, presence of unauthorized persons, or unusual occurrences. Works closely with Human Resources to complete Worker's Compensation claims as needed.
2. Calls police or fire departments in the case of emergency, such as fire, flood, or the presence of unauthorized persons, or unusual occurrences (e.g., snakes, bees, stray dogs).
3. Answers alarms and investigates disturbances, including responding to E-Panic emergency notifications.

4. Circulates among visitors, clients, or employees to preserve order and protect property.
5. Patrols premises to prevent and detect signs of intrusion and ensure security of doors, windows, and gates.
6. Escorts individuals upon termination to assist in collecting final items and to provide protection upon request from the Human Resources Director.
7. Monitors the video surveillance system on campus and in our vehicles to ensure the safety and security of our employees and participants. Contacts appropriate personnel, if and when a breach occurs.
8. Maintain, track, and ensure completion of maintenance requests.
9. Oversee and interface with all vendors, and submit requests for payment.
10. Assist Human Resources with meeting preparation, which includes but not limited to, setting up and breaking down of meeting room, transporting materials to meeting location, and picking up and delivering refreshments/lunch.
11. Responsible for transporting confidential communications to and from the Headquarters office.
12. Attendance at all company-wide events (during or after work hours) to assist Human Resources in maintaining a safe environment for our employees and guests.
13. Follows established safety rules and regulations and assists/instructs departments on how to maintain a safe and clean working environment.
14. Maintains the utmost confidentiality in dealing with employee and client information.
15. Works with the health and safety committee to promote and provide safety expertise and in the development and presentation of safety training materials.
16. Performs or assists with accident investigations as needed. Ensures that necessary corrective actions are put into place to prevent future incidents. Communicates recommendations to all concerned parties promptly.
17. Drives a motor vehicle to all locations in order to provide support services to other departments, including transporting employees for drug testing for Worker's Comp. claims.
18. Uses excellent customer skills, establishes and maintains harmonious relationships with other employees, officials, outside organizations, and representatives of local, state, and federal agencies.
19. Attendance at work is an essential function of this position.
20. Other related duties as assigned by the Human Resources Director.

## **Job Requirements and Qualifications**

*Education/Experience:* AA degree or professional certificates preferred; or equivalent of three years' experience in progressively responsible security position; or an equivalent combination sufficient to perform essential functions of this position. P.O.S.T. education a plus.

*Certificates & Licenses:* Valid California Driver's License with driving record acceptable to SCTCA's insurance. CPR/First Aid certification.

*Knowledge Requirements:* Knowledge of relevant equipment, policies, procedures, and strategies to promote effective local, state, or national security operations for the protection of people, data, property, and institutions. Knowledge of Indian history, culture and politics a plus.

*Tools and equipment:* Requires frequent use of motor vehicle, laptop and desktop computer, and utilizing programs such as Word and Excel.

*Physical:* Ability to exert maximum muscle force to lift, push, pull, or carry objects; as well as, the ability to perform physical activities that require considerable use of your arms and legs and moving your whole body, such as climbing, lifting, balancing, walking, stooping, and handling of materials. The employee is frequently required to sit, talk, and hear; as well as operate a motor vehicle.

*Conditions of Employment:* Candidates are required to successfully complete required background check including Live Scan, and drug screening.

## **Other Information**

In addition to the essential duties listed above the Safety Coordinator is expected to:

- Communicate regularly with his/her supervisor about safety issues and must possess excellent communication skills both orally and in writing.
- Demonstrate efficient time management and prioritizes workload daily.
- Consistently report to work on time prepared to perform the duties of the position.
- Have the ability to effectively communicate in English.

## About Our Company

The Southern California Tribal Chairmen's Association (SCTCA) is a multi-service non-profit corporation established in 1972 for a consortium of 25 federally-recognized Indian tribes in Southern California. The primary mission of SCTCA is to serve the health, welfare, safety, education, cultural, economic and employment needs of its tribal members and enrolled Indians in the San Diego County urban areas. A board of directors comprised of tribal chairpersons from each of its member Tribes governs SCTCA.

## How to Apply

**Preferred method: Apply online at <http://sctca.applicantpro.com/>**

A. Apply in person and submit a **completed Application for Employment with a resume** to the Human Resources office\*, located at 11475 Nejo Rd. Bldg H. Pala, CA 92059. \*Office subject to closures.

B. Fax a **completed Application for Employment and resume** to 760-742-8610.

Note: The Application for Employment can be found at [www.sctca.net](http://www.sctca.net), under the “Careers” link.

## Next Step in the Process

1. If you are selected to move forward, you will be emailed an online assessment.
2. If you are not selected, you will receive a denial email.

*Note: These emails could possibly go to the spam folder, so please check there as well.*

## SCTCA IS AN “AT-WILL” EQUAL OPPORTUNITY EMPLOYER WITH NATIVE AMERICAN PREFERENCE

To be considered under Native American Preference, you must submit verification of Tribal affiliation with your application.