



## Job Posting

**Job title:** Security Officer

**Location:** Pala, CA

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

**Compensation:** Minimum of \$17.50/hour. DOE

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

**Status:** Full Time/Regular position

## Job Summary

The Security Officer is responsible for a variety of routine administrative, technical, and professional work in analyzing and administering various components of the environmental, health, safety and security programs. Daily tasks may include, but are not limited to the following: general oversight of the security of all SCTCA locations (including parking lots and surroundings), performing clerical duties including answering telephones, screening calls, and taking messages, observing for and prompting compliance with facility protocol and policies and procedures, as well as providing reports as requested.

## Essential Functions

1. Call police or fire departments in the case of emergency, such as fire, flood, or the presence of unauthorized persons, or unusual occurrences.
2. Investigate and report any disturbances for all offices.
3. Circulate among visitors, clients, or employees to preserve order and protect property.
4. Patrol premises to prevent and detect signs of intrusion and ensure security of doors, windows, and gates.
5. Manage developing situations, alerting appropriate people in authority and/or emergency personnel.

6. Follow established safety rules and regulations and assist/instruct departments on how to maintain a safe and clean working environment.
7. Maintain the utmost confidentiality in dealing with employee and client information.
8. Maintain environmental, health and safety policies and programs.
9. Will be an active participant in the Health and Safety Committee to promote and provide health/safety expertise. May assist in the development and presentation of safety training materials.
10. May assist with accident investigations if needed. Ensure that necessary corrective actions are put into place to prevent future incidents. Communicate recommendations to all concerned parties promptly.
11. Drive a company vehicle to all locations in order to provide support services to all TANF departments, including transporting employees for drug and alcohol testing.
12. Pick up and deliver participants (including adults and children) to and from various locations on and off the reservations for appointments and special events as needed.
13. Use excellent customer service skills, establish and maintain harmonious relationships with other employees, officials, outside organizations, and representatives of local, state, and federal agencies.
14. Answer phones, record and distribute messages, greet and direct staff and visitors with courtesy and respect.
15. Attendance at work is an essential function of this position.
16. Other related duties as assigned.

### **Job Requirements and Qualifications**

*Education/Experience:* High School Diploma or equivalent; one year of experience in progressively responsible security position; or an equivalent combination sufficient to perform essential functions of this position preferred.

*Certificates & Licenses:* Valid California Drivers License with driving record acceptable to SCTCA's insurance. CPR/First Aid Certification required at hire or within 30 days of start date.

*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 company vehicle, personal computer, including word

processing (Word), spreadsheet programs (Excel), digital camera, calculator, telephone, copy machine, fax machine, and any specialized equipment needed to perform the job.

*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. Will be required to wear a company provided security uniform.

### **Other Information**

In addition to the essential duties listed above the Security Officer is expected to:

1. Demonstrate tact and a high level of professionalism due to the sensitive and highly confidential nature of the position.
2. Consistently report to work on time prepared to perform the duties of the position.
3. Possess excellent oral and written communication skills.
4. Communicate regularly with supervisor about department issues.
5. Demonstrate the ability to handle difficult situations with respect and courtesy.
6. Possess the ability to work effectively with people from diverse cultural, ethnic and socio-economic backgrounds.
7. Flexibility to work occasional after-hours and weekends; travel may be required depending on workload, workshops, etc.
8. Be detail oriented and possess strong organizational skills.
9. Demonstrate efficient time management and prioritizes workload daily.
10. Enjoy working independently and meet timelines.
11. Be thoroughly knowledgeable of all guidelines as necessary.
12. Make sound rational decisions and recommendations without bias.
13. Participate in various departmental meetings and/or committees.
14. Travel between office sites will be requested to assist with office coverage.
15. Develop and maintain a relationship of trust, confidence, and good rapport with staff, administration, and program participants.
16. Other projects and responsibilities may be added at the manager's discretion, such as participation in Social Work conferences, Health Fairs, Career Fairs, Graduation events, etc.

## 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.

**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.**