



Job Posting

Job title: Security Support Officer

Location: Pala, CA

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

Compensation: Minimum of \$23/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 Security Support Officer is responsible for supporting the safety and security of SCTCA employees, participants, facilities, and events. This role performs routine administrative, technical, and professional tasks related to health, safety, and security programs. Responsibilities include: general oversight of SCTCA offices and surroundings, coordination of drills and safety training, incident response, and assisting with administrative coverage when needed. The position works closely and will serve as a backup to the Safety Coordinator in the event they are absent or not available, reporting directly to the Human Resources Director.

Essential Functions

1. Provide office security support when requested by SCTCA Department Managers.
2. Call 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. Answer alarms, investigate disturbances, and respond to E-Panic emergency notifications.
4. Assist with security during SCTCA companywide events and activities.
5. Assist staff with home visits upon request.

6. Circulate among visitors, clients, or employees to preserve order and protect property at all SCTCA offices.
7. Patrol premises to prevent and detect signs of intrusion and ensure security of doors, windows, and gates.
8. Manage developing situations, alerting appropriate people in authority and/or emergency personnel.
9. Follow established safety rules and regulations and assist/instruct SCTCA departments on how to maintain a safe and clean working environment.
10. Maintain the utmost confidentiality in dealing with employee and client information.
11. Be an active participant in the Health and Safety Committee, while assisting the Safety Coordinator.
12. Facilitate and assist with annual safety trainings and periodic drills.
13. Drive a company vehicle to provide support services across sites, including transporting employees for drug/alcohol testing and Live Scan completion.
14. 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.
15. Act as backup in completing incident reports and provide assistance in accident investigations.
16. Assist Safety Coordinator with office safety reviews using the safety checklist.
17. Support Safety Coordinator in new hire onboarding, safety/security training, and terminations.
18. Use excellent customer service skills, establish and maintain harmonious relationships with other employees, officials, outside organizations, and representatives of local, state, and federal agencies.
19. Answer phones, record and distribute messages, greet and direct staff and visitors with courtesy and respect, when needed.
20. Attendance at work is an essential function of this position.
21. Other related duties as assigned.

Job Requirements and Qualifications

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

position preferred.

Certificates & Licenses: Valid California Driver's 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, laptop computer, including word processing (Word), spreadsheet programs (Excel), telephone (cellular & landline), calculator, 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. Ability to lift and carry up to 60 pounds. 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 company provided security apparel.

Other Information

In addition to the essential duties listed above the Security Support 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. Communicate regularly with supervisor about department issues.
4. Demonstrate the ability to handle difficult situations with respect and courtesy.
5. Possess the ability to work effectively with people from diverse cultural, ethnic and socio-economic backgrounds.
6. Be flexible for periodic after-hours and weekends. Scheduled travel (outside of the SCTCA service area or in a different county) will be required depending on workload, workshops, trainings, etc.
7. Work independently and as a team to meet timelines.
8. Make sound rational decisions and recommendations without bias.
9. Participate in various departmental meetings and/or committees.
10. Travel between office sites may be requested to assist with training support/office coverage or as needed.
11. Develop constructive and cooperative working relationships with others, and maintain them over time.

12. Encourage and build mutual trust, respect, and cooperation among team members.
13. Develop and maintain a relationship of trust, confidence, and good rapport with staff, administration, and program participants.
14. Other projects and responsibilities may be added at the manager's discretion, such as participation in 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 26 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, 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.**