**Safety Security Officer**

**Position Description**

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| **Position:** | Safety Security Officer | **Reports to:** | Safety Security Officer Lead |
| **Job Classification:** | Non-Exempt | **Supervises:** | N/A |
| **Department:** | Safety & Security | **Updated:** | 5-2022 |

**SUMMARY OF POSITION:**

**Springs Rescue Mission considers every position one of ministry and a vital and valued part of our team. Therefore, it is essential that all employees of SRM have a personal relationship with Jesus Christ and subscribe to our Statement of Faith and Core Values.** The Springs Rescue Mission (SRM) Safety Security Officer provides a safe environment on the campus of SRM . The Safety and Security Officer provides safety and security support in all aspects to SRM buildings and its property in addition to ensuring the protection of SRM employees, volunteers, clients, residents, visitors, and guests. The Safety Security Officer stands guard, patrols, searches, and monitors the assigned post/s until relieved. The officer is required to take immediate action if problematic situations arise; and maintain access control and traffic flow inside and outside the facility to sustain order, safety and security of people and property

**DUTIES & RESPONSIBILITIES:**

* Controls access at the main entrance by screening all clients, and visitors, utilizing magnetometer to detect and prevent weapons, contraband, and drugs from entering the facility
* Interacts with and monitors client's behavior and maintain good rapport by providing excellent customer service
* Encourages clients to comply with facility policy and procedures
* Assists monitoring, logging, and storage of client property into storage lockers
* Supports locker searches on a regular basis and conduct random inspections throughout the facility (interior and exterior) for surveillance of hazardous situations, trespassers, and any illegal activities
* Completes logs, incident reports and maintain assigned paperwork and other required documentation and reports
* De-escalates potential crisis situations and documents all such situations and interventions
* Detects and/or prevent fires, vandalism, theft, or infractions of the rules and maintain assigned posts
* Monitors reception areas front desks and provide crisis intervention when needed to maintain a safe environment
* Assists Safety Security Department by preparing/executing fire drills and other related emergency drills
* Interacts with local police, fire and emergency response team as required
* Makes hourly rounds throughout assigned post (hallways, stairwells, floors, bathrooms, laundry rooms, kitchen, and office spaces)
* Calls police, fire department and other first responders as needed or directed
* Monitors video surveillance systems as well as intrusion and fire alarm systems.
* Provides duties related to fire incident, evacuation of the building when necessary, utilizing appropriate procedures
* Ensures the safety and security of all assigned equipment
* Adherence to the highest ethical standards, personally and professionally
* Attends all required meetings and reviews SRM emails regularly
* Depending on business need, this role may be asked to fulfill some or all of the duties of Campus Coordinator. If this occurs, job description and/or assigned tasks should be reviewed in advance.
* Duties and responsibilities may be added, deleted, or changed at any time at the discretion of management, formally or informally, either verbally or in writing.

# EDUCATION/EXPERIENCE:

# Minimum high school diploma or GED, Associates Degree preferred

# Previous experience working within a Christian recovery environment desired

**SKILLS AND QUALIFICATIONS:**

* Maintains a personal relationship with Jesus Christ and is a constant witness. Christ-centered and compassionate attitude in dealing with people including the homeless and faithfully upholds and exemplifies SRM’s Statement of Faith
* Possesses strong work ethic
* Ability to effectively organize, prioritize, self-motivate, and deliver results
* Demonstrated skills in conflict resolution, crisis management, knowledge of video surveillance and fire alarm systems.
* Ability to organize, prioritize, self-motivate, and deliver results
* Excellent listening skills and able to communicate effectively and to write clearly to be able to complete required paperwork
* Must be able to work effectively with people from diverse cultures with compassion
* Must be able to perform basic math
* Must be willing to attend all safety/ security training provide by SRM.
* Ability and willingness to work as a team member and support the mission and goals of Springs Rescue Mission
* Must be able to work flexible shifts, weekends, and overtime if necessary

## WORKING CONDITIONS/PHYSICAL FACTORS:

*Occasionally = 1%-33%; frequently = 34%-66%; continuously = 67%-100%.*

Works in a typical shelter or housing unit environment.

Occasionally: sitting, must be able to lift up to 75 pounds, bend or stretch, stooping, exposure to outdoor or inclement weather, pass/utilize physical security training, jumping

Frequently: walking, talking, manual dexterity, ability to climb 8+ flights of stairs, high volume of walking – 4+ miles per shift, kneeling, running

Continuously: standing, adequate vision and hearing, good mental condition to withstand consistently medium to high levels of stress

**EQUIPMENT/TOOLS USED:**

* Computer/Internet
* Fax
* Phone
* Copier
* Radio
* Peper Spray
* Handcuffs
* Baton

**I have reviewed this position description and accept this at will position, understanding that I am expected to abide by these standards as outlined. I understand that I will be evaluated on these standards during performance reviews.**

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**Employee Signature Employee Printed Name Date**

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**HR/Manager Signature HR/Manager Printed Name Date**