

Job Posting

#22.149 SECURITY WORKER 919 Pandora

This posting is open to all qualified applicants.

Our Place Society (OPS) is an organization founded on Christian values and principles. We work as a team to create a nurturing atmosphere of home and family, where all are welcomed. **A team approach is critical to living out our mission and values and to directing our work.**

Position Overview

Perform security duties/front desk responsibilities to ensure the facility and grounds are secure and safe for residents and staff.

Duties:

- Ensure 24-hour observation of the facility as a member of the Security Team.
- Provide appropriate access to residential floors.
- Provide appropriate access to other floors for all people entering the building.
- Monitor video surveillance equipment, building systems and alarms and respond accordingly.
- Maintain current knowledge of emergency procedures.
- Report incidents in accordance with policies and procedures.
- Maintain an awareness of concerning behavior by the public, family members, residents, and staff.
- Follow health and safety policies and procedures.
- Maintain open lines of communication with all departments.
- Maintain a professional demeanor at all times when representing Our Place Society. This includes the public, donors, law enforcement, first responders, residents, family members and staff.
- Work cooperatively and work alone responsibly as part of the Security Team.
- Perform other related duties as required.

Education and Experience:

- Grade 12 education
- Basic Security License
- A minimum of 6 months of experience or an equivalent combination of education, training and experience.

Skills and Abilities:

- Ability to operate video surveillance equipment.
- An understanding of and comfortable in relating to the wide variety of people served by Our Place, specifically marginalized populations.
- Computer skills.
- Excellent communication skills – oral and written.

Working Conditions/Compensation:

Shifts: 3pm-11pm on Monday & Tuesday, 11pm-7am on Friday & Saturday.

Compensation: \$21.45 to 23.39 an hour.

Benefits: Eligible for 3 weeks of vacation annually and excellent employer paid benefits after successful completion of 3 months' employment.

This position requires union membership.

How to Apply:

Eligible candidates are invited to submit a covering letter with their resume detailing their related background, experience and qualifications by 4:30 p.m., Friday, December 2, 2022 to careers@ourplacesociety.com or to Our Place Society, Attention Marion Hoadley, HR Director, 919 Pandora Ave, Victoria, B.C. V8V 3P4. Please quote **"File #22.149 – Security Worker"** in the subject line.

Please note: All applications must have a cover letter to be considered.

We appreciate your time and interest in the position. However, due to the volume of applications, only

Our Place Society is an equal opportunity employer. We value the diversity of the communities we serve, and are committed to engaging and developing a diverse and inclusive workforce. Our Place Society welcomes applications from First Nation, Inuit, Métis, New Canadian, differently-abled, and LGBTQ2S communities

shortlisted candidates will be contacted.