



Employment Opportunity

6330 31st Ave NE Ste 101
Tulalip, WA 98271
Q4C Human Resources: 360-716-2203
www.quilcedacreekcounselingcompany.com

JOB TITLE: Security Officer

PAY RANGE: \$20.16-\$26.72

DEPARTMENT: Quil Ceda Creek Counseling Company (Q4C)

JOB DESCRIPTION: Under the direction of the Q4C Security Manager, ensures the protection of the Q4C property, assets, and the safety of all clients and team members

TO APPLY: Complete the web form application located on the Munis Self Service portal:

<https://ess.tulaliptribes-nsn.gov/MSSQCV/employmentopportunities/default.aspx>. For more information or questions, please visit: www.quilcedacreekcounselingcompany.com/careers or call Q4C HR at 360-716-2203.

NOTE: *The Tulalip Tribes publicly announces that Indian Preference in hiring applies to all job opportunities.*

EMPLOYEE CLASSIFICATION: Non-Exempt

EMPLOYEE REPORTS TO: Q4C Security Manager

EMPLOYEE SUPERVISES: N/A

EDUCATION:

- High School Diploma

SKILLS:

- Work effectively in a culturally diverse environment.
- Maintain confidentiality and communicate with tact and discretion.
- Organize, plan, coordinate, and carry-out assigned tasks with accuracy and attention to detail.
- Provide excellent customer service and problem solve effectively.
- Learn, interpret and apply codes, policies, procedures, and other written materials.
- Continually learn and utilize a variety of information systems and software.
- Have tolerance and patience to deal with upset, angry and/or frustrated patients and/or vendors.
- Must be able to successfully multitask in a fast-paced environment.

EXPERIENCE:

- Minimum of one (1) year experience working in a security field.
- Minimum of one (1) year experience working in a guest service field.
- Minimum six (6) months experience monitoring closed-circuit TV cameras and monitoring alarms.

OTHER REQUIREMENTS:

- Office practices and procedures.
- Internal and operational control concepts, techniques, and relationships.

PHYSICAL CHARACTERISTICS AND/OR PREREQUISITES:

- Will be required to attend, complete and keep current CPR, BBP, AED, First Aid and any training deemed necessary.
- Employment is contingent upon successful completion of a pre-employment background check.
- Valid and unrestricted Washington State Driver's License.
- Must pass an agility exam to determine if physically capable of performing job duties.

SPECIFIC JOB PERFORMED:

- Assist with any safety issues.
- Monitor closed circuit TV cameras and monitor alarms.
- Assists clients and team member with their appropriate needs without violating Tribal Policies, State Laws and Regulations, and Federal Laws and Regulations.
- Responsible for the protection of staff, clients and children on the property.
- Assists in the resolution of dispute as necessary.
- Check all exterior windows, doors and walkways for debris, damage, and unusual circumstances.
- Communicated information with supervisor, and/or Officer coming on duty regarding activities and/or details that are being performed.
- Create a safe and friendly environment for clients and team members.
- Ensures that unauthorized persons do not enter restricted areas within the Q4C establishment.
- Monitor the condition of the Q4C establishment and report conditions that warrant attention.
- Perform security checks on interior and exterior of the Q4C building.
- Performs security lot patrol duties when deemed necessary and following policies.
- Prevents, detects, and reports theft and all other illegal activities on Q4C property.
- Prevents, detects, and reports unusual occurrences or circumstances on Q4C property.
- Provide escorts when requested.
- Provide necessary reports and paperwork to appropriate supervisor on all accidents and incidents.
- Safeguards the Q4C property and assets.
- Stands guard in highly sensitive areas within the Q4C property as deemed necessary.
- Ensure that utmost confidence dealing with HIPAA information.
- Regular and satisfactory attendance and punctuality.
- Performs other job-related duties as required or directed.

TERMS OF EMPLOYMENT:

This is a Regular Full-time position, requiring at least 40 hours per week, or 2080 hours per year. Employee may be required to work after hours, weekends, special events and/or on call. Employees will be required to work on-site, no telecommuting. No provisions for relocation will be provided.

Disclaimer: The information provided in this description has been designed to indicate the general nature and level of work performed by incumbents within this job. It is not designed to be interpreted as a comprehensive inventory of all duties, responsibilities, qualifications and working conditions required of employees assigned to this job. Management has sole discretion to add or modify duties of the job and to designate other functions as essential at any time. This job description is not an employment agreement or contract.