

Employment Opportunity

8802 27th Ave NE, Quil Ceda Village, WA 98271
Office: 360-716-5000 • www.QuilCedaVillage.org



Quil Ceda Village
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JOB TITLE: Security Manager

DEPARTMENT: Quil Ceda Creek Counseling Company (QCCCC)

JOB DESCRIPTION: The Security Manager maintains a safe and secure environment for customers and employees by establishing and enforcing security policies and procedures, supervising security personnel, and managing security systems within the Quil Ceda Creek Counseling Company building and grounds.

TO APPLY: Complete the web form application located on the Quil Ceda Village Self Service portal: <https://ess.tulaliptribes-nsn.gov/MSSQCV/employmentopportunities/default.aspx>. For more information or questions, please visit: <http://quilcedavillage.org/Employment> or call Quil Ceda Village HR at 360-716-5047.

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

EMPLOYEE CLASSIFICATION: Exempt

EMPLOYEE REPORTS TO: QCCCC Administrator/Sponsor

EMPLOYEE SUPERVISES: Security Guards

EDUCATION:

- A Bachelor's degree in a relevant field of study from an accredited college or university is preferred.

SKILLS:

- Knowledge of relevant security equipment, policies, procedures, and strategies to promote effective tribal, state, or national security operations for the protection of people, data, property, and institutions.
- Knowledge and adherence to state (RCW, WAC) and federal confidentiality regulations (42 CFR part 2).
- Applicants must always conduct self ethically and professionally.
- Knowledge of HIPAA and PHI requirements.
- Knowledge of common office and administrative procedures.
- Skills in the operation of a personal computer and standard office programs and equipment.

EXPERIENCE:

- Minimum of five (5) years of successful experience in management is preferred.
- Prior military, law enforcement, or corrections experience is preferred.

OTHER REQUIREMENTS:

- WA State Driver's License and must adhere to the Motor Vehicle Regulation.
- CPR, First Aid certification required.

- BBP (Bloodborne Pathogens) certification required.
- TB test required.
- Must provide proof of COVID vaccination.
- Employment is contingent upon successful completion of a pre-employment background check.

PHYSICAL CHARACTERISTICS AND/OR PREREQUISITES:

- Ability to work in a cross-culture environment and understands the social and cultural context of the patients at the QCCCC, understanding the role of trauma, historical, community, family, and personal experience in wellness and recovery.
- Ability to prioritize multiple tasks with frequent interruptions.
- Ability to provide excellent customer service.
- Ability to establish and maintain effective working relationships with patients, staff, and outside agencies.

SPECIFIC JOB PERFORMED:

- Plans, directs, and coordinates security activities to safeguard company assets, customers, employees, guests, or others on the Quil Ceda Creek Counseling Company property.
- Develops, implements, manages, and evaluates policies and methods to protect all personnel against harassment, threats, or violence.
- Supervises and provides leadership to all security personnel, performing activities such as training, assigning work, evaluating performance, or disciplining.
- Conducts employee training sessions on subjects such as hazardous material handling, customer service, quality improvement, and applicable computer/software use.
- Monitors security policies, programs, or procedures to ensure compliance with internal security policies, licensing requirements, and applicable tribal government security requirements, policies, and directives.
- Conducts physical examinations of property to ensure compliance with safety and security policies and regulations.
- Collects and analyzes security data to determine security needs, security program goals, or program accomplishments.
- Prepares reports or makes presentations on internal investigations, losses, or violations of safety and security regulations, policies, and procedures.
- Develops or manages integrated security controls to ensure confidentiality, accountability, recoverability, or audit ability of sensitive information, proprietary information, or information technology resources.
- Analyzes and evaluates security operations to identify risks or opportunities for improvement through auditing, review, or assessment.
- Supervises all safety related inventory items and conducts training on workplace safety. The Security Manager assumes the role as the Safety Officer.
- Performs other duties as assigned.

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. Upon successful completion applicable probationary period employee may be eligible for an increase in pay, subject to budgetary restriction. 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.