



ADAMS LAKE INDIAN BAND JOB POSTING SECURITY OFFICER

Adams Lake anticipates the need for multiple Security Officers, this position can be casual or full time. The incumbent works independently but takes direction from and reports directly to the ALIB Community Safety Officer (CSO). The Security Officer position is client-centered and is expected to operate with the highest level of confidentiality. The purpose of this position is to support the day-to-day operations of the Community Safety Department by performing security duties in the community. The Security Officer will regularly conduct foot & vehicle patrol, monitor CCTV systems, and access SilverTrac software to aid in data collection regarding incidents, patterns, and trends. They will be responsible for timely reporting of incidents to the CSO, and to SilverTrac software.

DUTIES INCLUDE:

Maintains safe and secure environment for ALIB community members, staff, and clients by patrolling and monitoring premises, and assisting individuals as needed:

- Performing all duties and responsibilities in accordance with ALIB policies and procedures;
- Performing all duties and responsibilities normally performed by security personnel;
- Secures ALIB premises and personnel by patrolling property, inspecting building access points, and ensuring everything is properly secured;
- Prevents losses and damage by reporting irregularities; informing violators of policies and procedures; reporting trespassers;
- Completes daily reports by recording observations, information, occurrences & incidents within SilverTrac;
- Maintains positive working relationships internally and externally;
- Controls traffic by directing drivers, as required;
- Scene security, as required.

REQUIRED QUALIFICATIONS, SKILLS AND ABILITIES:

- Previous relevant work experience or Basic Security Training preferred, or willingness to participate in training on an ongoing basis;
- Previous experience working with Indigenous communities;
- Knowledge of colonial history and its ongoing impacts on Indigenous Peoples;
- Ability to develop and maintain a level of trust, confidentiality, integrity, and professionalism with community members;
- Excellent observation skills, good judgment, and ability to deal with potential conflict;
- Ability to work individually, and in a team environment;
- Clear communication skills - ability to communicate needs, issues, and concerns to Supervisor (CSO);
- When emergency events occur, or an EOC is created, the Security Officer may be required to work outside normal hours attending the EOC;
- Willing from time to time to update skills.

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PHYSICAL DEMANDS

- Combination of sitting, standing, and walking.
- Occasional need to stand for extended periods, with breaks.
- Attention to detail - reliance on accurate vision.
- Ability to deal with potential physical confrontations.
- Ability to wear a uniform & personal protective equipment.
- Ability to operate a marked security vehicle in a safe & professional manner.

WORKING CONDITIONS

- Most work is performed in & around the community, after hours, and in isolation.
- Exposure to inclement weather (weather appropriate kit is supplied).
- Various shift patterns may occasionally be required (dayshift & nightshift).
- In the event of a crisis, works well under pressure.

EQUIPMENT AND SOFTWARE

- Microsoft Office – Word, Outlook.
- Silvertrac Security Software.
- Operation of Security equipment - cellphones, flashlights, vehicles, lightbars.

OCCUPATIONAL REQUIREMENTS (REQUIRED DOCUMENTS)

- Valid Class 5 BC Driver's License (abstract required).
- Valid Class 7 BC Driver's license may be considered, depending on operational requirements.
- Criminal Record Check.
- Medical clearance requirement.

TERMS OF EMPLOYMENT:

Full time permanent position

Upon completion of probation ALIB offers comprehensive Benefits and a Pension Plan.

Hours per week: **75 hours biweekly (max 37.5 hrs./week)**, with flexibility in hours/days of work.

Position will remain open until a suitable candidate is available.

All interested candidates are asked to submit a detailed cover letter and resume with references to: Human-Resources@alib.ca

Preference may be given to ALIB band members and individuals who self-identify as First Nation, Inuit, or Indigenous ancestry. All applicants must be legally entitled to work in Canada. If you have any questions about the position, difficulties applying, or require an accommodation during the selection process, which is available upon request, please contact us either via telephone at: 250-679-2214 or email: human-resources@alib.ca

Although we acknowledge all those interested in the position, only those candidates selected for an interview will be contacted.