

MATAWA FIRST NATIONS MANAGEMENT



Matawa
EDUCATION & CARE CENTRE

Job Description

Security Guard

PURPOSE OF THE POSITION

Reporting to the Executive Director and the Security Lead, the Security Guard is responsible for the safety of Matawa students attending school in Thunder Bay. Student safety includes taking preventative measures, providing and participating in education and awareness training and actively surveying the grounds of the MECC and MSCC for dangerous behaviors and circumstances.

SCOPE

As a member of the Matawa Education and Care Centre team, the Security Guard supports students as they live in the Student Care Centre and attend secondary school in Thunder Bay. The Security Guard will monitor the high risk areas of the school grounds after hours and ensure students are inside the Care Centre by curfew hours. They will do this by maintaining a presence throughout the grounds during the off hours of the Matawa Education and Care Centre (MECC). The Security Guard will interact with the students, staff, police, hospital, and other parties in ensuring students are safe. The Security Guard will hold a Security License and ensure all expectations are met and up to date for certification.

RESPONSIBILITIES

1. Support the Matawa Student Care Centre students after hours;

Main Activities

- Secure premises and personnel by patrolling property; monitoring surveillance equipment; inspecting buildings, equipment, and access points; permitting entry;
- Ensure you are accessible to Care Centre staff by utilizing the walkie talkie or phone throughout the shift/night;
- Familiarize yourself with the Matawa Student Care Centre's policies and procedures related to student care;
- Calm students down in tense situations and contact appropriate supports and follow-up with the mental health/crisis workers on staff;
- Notify supervisor(s) of urgent safety issues/situations as quickly as possible, including concerning behaviors by students;
- Communicate with Matawa students to determine their needs and interests and establish rapport;
- Monitor "hot spots" (e.g., known hangouts surrounding the premises) during shifts;
- Maintain communication with other Security Guards and Care Centre staff;
- Assist in emergency situations (e.g., missing student, intoxicated student, student in need of medical support)

- Participate in mandatory Care Centre training, such as policy review, trauma informed care and mental health first aid;
- Identify additional areas where Security services are needed

2. Support

Main Activities

- Communicate with organizations representing youth to support the needs of Matawa students
- Provide up to date communication with Care Centre Staff
- Encourage Students to follow policies and protocols regarding their own safety

3. Administrative

Main Activities

- Respond to phone calls or texts in a timely manner
- Maintain a log book for incident reports and communication among staff
- Provide reports (e.g., student incidences, “hot spots”, incidences with service providers) as required

4. Other duties

- Perform other duties as required

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge

The incumbent must have proficient knowledge in the following areas:

- Maintain security clearance and hold a valid security license
- Knowledge of Security operations and procedures
- Demonstrated initiative in meeting the needs of students outside the school environment
- Knowledge of First Nation education, culture and lifestyles
- Knowledge of legislation, regulations, policies and procedures for involving youth in community programs

Skills

The incumbent must have proficient skills in the following areas:

- Outstanding surveillance skills
- Demonstrated professionalism and integrity
- Unsurpassed judgement, objectivity, dependability and emotional control
- Excellent analyzing and problem-solving skills
- Effective negotiation and mediation skills
- Excellent stress and time management skills
- Excellent written, verbal, interpersonal, presentation, and analytical skills
- A valid Ontario Driver's License

Personal Attributes

The incumbent must maintain strict confidentiality in performing the duties of Security Guard. The incumbent must also demonstrate the following personal attributes:

- Excellent interpersonal and communication skills
- An ability to adjust to changes
- Demonstrated ability to work effectively with staff, students, and administrators
- Be honest, respectful and trustworthy
- Possess cultural awareness and sensitivity
- Demonstrate sound work ethics

Education/Training/Certification

- Hold and maintain a valid security license
- College diploma in Ministry approved Security Training course as well as minimum 3 years of community work experience
- Aboriginal specific programs (community advocacy, education, family and child services); Aboriginal Studies, studies in teaching and education
- Suggested skills: First Aid and CPR training, experience working with children and youth in leadership capacity, non-violent crisis intervention, crisis management, trauma informed care, mental health first aid training.

WORKING CONDITIONS

Physical Demands

The Security Guard will have to stand and walk for long periods of time to carry out the expectations of the position. They may have to lift, carry and manage equipment and supplies. They may have to work odd or long hours at a time to ensure the safety and security of the building and the students. The Security Guard may have to spend long hours outside in the elements and need to ensure proper clothing is self-care are maintained.

Environmental Conditions

The Security Guard will be expected to perform their job duties outside the building often, and will need to consider the weather in all seasons. The Security Guard may have to manage a number of people and projects at one time, and they may be interrupted frequently to meet the needs and requests of students and Matawa staff members. The Security Guard may find the environment to be busy, noisy and will need excellent organizational and time and stress management skills to complete the required tasks.

Sensory Demands

Sensory demands can include writing incident reports or logbooks, which may cause eye strain and occasional headaches. The MECC/MSCC may be noisy and busy making it difficult for the Security Guard to concentrate.

Mental Demands

The Security Guard may have to manage a number of requests at one time. They must be aware of all relevant legislation, policies and procedures. They may have to complete a number of tasks and responsibilities at one time and must be prepared to deal with emergencies and stressful situations at any time.

CERTIFICATION

<hr/> Employee Signature	<hr/> Supervisor's Title
<hr/> Printed Name Date	<hr/> Supervisor's Signature Date
I certify that I have read and understand the responsibilities assigned to this position.	I certify that this job description is the accurate description of the responsibilities assigned to the position.
<hr/> Executive Director's Signature Date	
I approve the delegation of responsibilities outlined herein within the context of the attached organizational structure.	

The above statements are intended to describe the general nature and level of work being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of the position.