

JOB TITLE: Safety Security Officer
REPORTS TO: Safety Coordinator
DEPT: Life Safety & Security

STATUS: Regular FT NX-508
SCHEDULE: Varies
UPDATED: April 2019

Springs Rescue Mission considers every position one of ministry and a vital and valued part of our team. Therefore, it is essential that all employees of SRM have a personal relationship with Jesus Christ and subscribe to our Statement of Faith and Core Values.

SUMMARY OF POSITION:

The Springs Rescue Mission (SRM) Safety Security Officer ensures a safe environment on the campus of SRM . This position provides safety and security support in all aspects of SRM buildings and its property and ensures protection of SRM employees, volunteers, clients, residents, visitors and guests. The Safety Security Officer stands guard, patrols, searches and monitors the assigned post/s (Shelter, Resource Center, Samaritan's Kitchen, etc.) until relieved. The officer is required to take immediate action if problematic situations arise; and maintain access control and traffic flow inside and outside the facility to sustain order, safety and security of people and property.

DUTIES & RESPONSIBILITIES:

- Controls access at the main entrance by screening all clients, and visitors, utilizing magnetometer to detect and prevent weapons, contraband and drugs from entering the facility
- Interacts with and monitors client's behavior and maintain good rapport by providing excellent customer service. Encourages clients to comply with facility policy and procedures
- Assists monitoring, logging and storage of client property into storage lockers
- Ensures that storage lockers are organized and adherent to mandated rules set forth per Guest Services guidelines
- Supports locker searches on a regular basis and conduct random inspections throughout the facility (interior and exterior) for surveillance of hazardous situations, trespassers, and any illegal activities
- Completes logs, incident reports and maintain assigned paperwork and other required documentation and reports
- De-escalates potential crisis situations and documents all such situations and interventions
- Detects and/or prevent fires, vandalism, theft, or infractions of the rules and maintain assigned posts
- Monitors reception areas front desks and provide crisis intervention when needed to maintain a safe environment
- Assists Security and Safety Department by preparing/executing fire drills and other related emergency drills
- Makes hourly rounds throughout assigned post (hallways, stairwells, floors, bathrooms, laundry rooms, kitchen, and office spaces)
- Calls police, fire department and other first responders as needed and directed
- Monitors video surveillance cameras, and fire prevention / detection alarm notification system
- Provides duties related to fire incident, evacuation of the building when necessary, utilizing appropriate Fire procedures
- Ensures the safety and security of all assigned equipment
- Participates in weekly team meetings

SKILLS AND QUALIFICATIONS:

- Maintains a personal relationship with Jesus Christ and is a constant witness. Christ-centered and compassionate attitude in dealing with people including the homeless and faithfully upholds and exemplifies SRM's Statement of Faith
- Serves as an advocate for the homeless and raises awareness of the needs and concerns for the addicted and those in poverty, engaging others within one's influence to greater involvement and effectiveness on behalf of this population in Colorado Springs
- Believes that volunteers are vital to accomplishing the Vision and Mission of Springs Rescue Mission and thus is part of mobilizing the community in the fight against addiction, poverty and homelessness
- Demonstrated skills in conflict resolution, crisis management, knowledge of video surveillance and fire alarm systems.
- Adherence to the highest ethical standards, personally and professionally
- Ability to organize, prioritize, self-motivate and deliver results
- Excellent listening skills and able to communicate effectively and to write clearly to be able to complete required paperwork
- Possesses strong work ethics
- Must be able to work effectively with people from diverse cultures with compassion
- Must be able to perform basic math
- Ability and willingness to work as a team member and support the mission and goals of Springs Rescue Mission
- Must be able to work flexible shifts, weekends and overtime if necessary.

EDUCATION/EXPERIENCE:

- GED/High School diploma required, Associates degree preferred
- Minimum of three years of related security experience in military, Police department, fire department, or private security
- Basic Computer skills
- Valid Colorado Springs Drivers' License

WORKING CONDITIONS/PHYSICAL FACTORS:

Occasionally = 1%-33%; Frequently = 34%-66%; Continuously = 67%-100%

- Climb stairs
- Ability to lift 50 lbs.

EQUIPMENT/TOOLS USED:

Computer/Internet
Fax
Phone
Copier