

WINSLOW RESIDENTIAL HALL, INC.

POSITION DESCRIPTION

Title: Security
Schedule Terms: 12 months
Salary Classification: Non-Exempt

Winslow Residential Hall, Inc., complies with the Navajo Preference in Employment Act (NPEA).

GENERAL STATEMENT OF RESPONSIBILITIES: Under the direct supervision of the Facility Supervisor and provides security services to ensure the safe and efficient operation of the residential facilities, personnel, students and grounds.

QUALIFICATIONS & REQUIREMENTS:

EDUCATION, TRAINING & EXPERIENCE

- **High school diploma or GED**
- Six (6) months experience in related field;
- Completion of and above-satisfactory scores on all job interviews, demonstrating to the satisfaction of the interviewees and WRHI that the applicant can perform the essential functions of the job;
- Successful completion of and positive results from all background and reference checks, including positive employment references from authorized representatives of past and current employers demonstrating to the satisfaction of WRHI a record of satisfactory performance and that the applicant can perform the essential functions of the job;
- Successful completion of fingerprint clearance requirements, physical examinations, and other screenings indicating that the applicant is qualified to be employed by WRHI and demonstrating to the satisfaction of WRHI that the applicant can perform the essential functions of the job;
- Submission of all required employment-related documents, applications, resumes, references, and other required information free of false, misleading or incomplete information, as determined by WRHI;
- Experience in schools and residential settings;
- Certification of security orientated training preferred;
- Ability to read and follow procedural plans concerned with security operations;
- Must have effective communication skills.
- Computer literate with knowledge of different software applications, including ADP, Microsoft Office, Internet Explorer, etc.
- Comply with 25 CFR Part 36 requirements and training.
- Knowledge of Navajo and other American Indian Cultures.
- Successful completion of all background checks (Federal, State, and Navajo Nation/Local);
- Valid government issued driver's license required.
- Must be fully vaccinated and provide Covid vaccination verification.

DUTIES AND RESPONSIBILITIES:

- Understand and fully comply with (1) all WRHI policies, procedures, and regulations, (2) supervisor's directives, guidance, and performance plans, and (3) this position description;
- Maintain good and timely attendance;
- May work different shifts.
- Maybe required to work overtime and/or weekends
- Patrol and monitor hallways, stairwells, toilet facilities, outside facilities, and other public and unsupervised places of the residential hall to ensure the safety and well-being of students and staff and the security of the facility.
- Communicate openly, effectively, professionally, and respectfully with co-workers and others;
- Perform general security of the facility, personnel, students and grounds of the residential hall;
- Foster good relations with the high school and local law enforcements;

- Conduct daily building checks;
- Notify immediately appropriate personnel of evidence of substance, abuse, child abuse, child neglect, severe medical or social conditions, potential suicide or individuals appearing to be under the influence of alcohol or controlled substances;
- Assist with the supervision of students as needed;
- Provide transportation of students for emergency cases as needed;
- Submit a daily detailed log and provide written incident reports;
- Assist with grounds keeping maintenance.
- Attend staff meetings and training;
- Assist in preparing for annual inspections, reauthorization, audits, etc.
- Assist Facility Supervisor fire drills, bus evacuation drills, dormitory lockdowns, etc.
- Exercise sound judgment and discretion with respect to any matter not specifically addressed by WRHI's policies, procedures, and regulations and/or this position description;
- Take ultimate responsibility and exercise accountability for all aspects of the activities and operations related to this position;
- Communicate openly, effectively, professionally, and respectfully with co-workers and others;
- Knowledge of the Continuity of Operations (COOP), Standard Operating Procedures (SOP), Hazard Communications, and the Emergency Response Guide;
- Knowledge of 25 CFR Part 36 Minimum Academic Standards for Basic Education of Indian Children and National Criteria for Dormitory Situation
- Knowledge of P.L. 101-630, **Indian Child Protection and Family Violence Prevention Act**;
- Knowledge of P.L. 101-647, **Crime Control Act of 1990**;
- Other duties as assigned and/or other duties which are necessary or appropriate for the duties and responsibilities of this position.

PHYSICAL REQUIREMENTS: Must submit to a physical examination from a licensed physician for each contract year. Able to lift at least twenty-five (25) pounds.

EVALUATION PROCEDURE: In accordance with provisions specified in personnel policy and procedure.

SUPERVISION RECEIVED: Facility Supervisor

SUPERVISION GIVEN: None

CERTIFICATION

I have read and understand the foregoing position description. I had an opportunity to ask questions with regard to any and all statements contained in the position description. I represent that I meet the qualifications for the position and will diligently perform the duties and responsibilities set forth in the position description. This certification is made with the acknowledgment that this information is to be used for statutory purposes relating to the appointment and payment of public/federal funds, and that any false or misleading statements may constitute violations of such statutes and their implementing regulations or Winslow Residential Hall, Inc., policies, and may result in non-hiring and/or termination.

REVIEWED BY: _____
Security

DATE: _____

REVIEWED BY: _____
Facility Supervisor

DATE: _____

REVIEWED BY: _____
Homeliving Supervisor

DATE: _____