

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; Preferred 32 post-secondary semester credit hours in an applicable academic discipline, including fields related such as, child development, education, behavioral sciences and cultural studies preferred;**
- One (1) year experience in related field;
- 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;
- Successful completion of all background checks (Federal, State, and Navajo Nation/Local);
- Must be knowledgeable and familiar with the Native languages, culture, customs, and traditions;
- Valid Government driver's license.
- 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;
- Protect confidentiality of records and information about staff, and use discretion when sharing any such information per Family Educational Rights and Privacy Act (FERPA);

- Have knowledge of the Continuity of Operations (COOP), Standard Operating Procedures (SOP), Hazard Communications, and the Emergency Response Guide;
- 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: _____