

**SANTA BARBARA RESCUE MISSION
POSITION DESCRIPTION**

Position Title: Temporary Part-Time Night Security Officer
Reports To: Men's Program Director
Department: Men's Program
Status: Part Time, Non-Exempt

GENERAL FUNCTION

This is a temporary position to be fulfilled by a part-time employee during the remodel of our Yanonali facility, expected to last from December 2018 through April 2019. The employee will help with night security coverage a few nights each week. Primary working hours are 10:30PM to 7:00AM with a half an hour break. This is an 'eye open' job, doing rounds of the Facility, both inside and out. This job requires accurate records and reporting. Must be able to use security system. Must have knowledge of first aid and emergency procedures. Must be an active team member.

PRINCIPAL ACTIVITIES

1. Implement established night security procedures:

- Make rounds hourly; staying alert to any safety hazards
- Set alarms, respond to triggered security alarms, report all alarms in Security Log
- Monitor and keep security cameras aligned
- Report all facility-related problems and emergency events to Men's Program Director and Homeless Guest Services Director respectively

2. Maintain a safe environment:

- all safety hazards reported
- all hazards addressed immediately, if possible
- report lights that are out

3. Security Alarms and Cameras:

- set alarms
- reset and respond to alarms that are triggered alarms
- report all alarms in Security Log
- Keep security cameras aligned and monitored; report any problems

4. Fire Alarms:

- Help with the evacuation of guests when fire alarms are triggered, call alarm company, fire dispatch, reset alarm panel, and communicate with staff in the event of a fire

- evacuate the facility
- locate the problem
- call Alarm company
- call Fire Dispatch
- reset alarm panel
- call Men's Program Director and Homeless Guest Services Director in the event of a fire

5. Teamwork as Yanonali Staff:

- cooperate and communicate clearly with men's program and homeless guest services staff about what is going on in the program, especially regarding sign-in/sign-out logs
- cooperate and communicate clearly with homeless services team members

6. Security Report:

- report temperatures of walk-in freezer and refrigerator during rounds
- report all events concerning Program residents
- report all events concerning Homeless guests
- Document in Security Report anything contrary to guest guidelines, especially anything concerning guests' whereabouts

7. Enforce all SBRM Policies and Procedures:

- do not, at any time, put yourself in harm's way **(Call 911)**
- document in Security Report anything contrary to Policies and Procedures, especially anything concerning residents' whereabouts
- call Men's Program Director and Homeless Guest Services Directory whenever you have facilities-related problems or there is an emergency matter

8. Personal Environment:

- maintain a clean and neat appearance at all times
- maintain work area in a clean, acceptable and appropriate manner

EFFECT ON THE END RESULT

This position ensures the evening safety of the Santa Barbara Rescue Mission, its residents and homeless guests. It also ensures the residential treatment program can continue operating on a state certified level.

To Apply: Please submit a cover letter and resume to hr@sbrm.org.