



Overnight Security

Introduction:

The Lighthouse is an independent/assisted living home for seniors under the direction of the Emmanuel Seniors Living Society, since 1968. Our mission is to provide a Christian environment that is safe and comfortable so seniors can live with dignity. In providing services and supports to our residents, we are guided by our core values: Integrity, Caring, and Excellence.

Job Description

Reporting to the Facilities and Site Operations Manager, the Overnight Security personnel is responsible to ensure that the facility is safe, and maintained in excellent condition and that the building is kept secure at all times, prioritizing the general feeling of safety and security for our residents

Primary responsibilities include:

- Frequent interior and exterior patrols.
- Deter and respond to incidents on property, calling professional enforcement as needed.
- Maintain a presence to ensure the safety and security of all persons on site
- Respond to various types of emergencies (fire alarms/elevator entrapments/medical emergencies) calmly and competently; act as Lead during overnight emergencies including following Emergency procedures, leading evacuation process and conducting roll call.
- Complete reports and memo book entries on a regular basis
- Remove waste and recycling from the building storage rooms as directed, if needed.
- May be tasked with minor maintenance activities from time to time under the direction of the Maintenance Manager
- Assist with any other task, as needed, under the direction of the Maintenance Manager

Qualifications

- Professional Image
- Effective communication, interpersonal and organizational skills; fluent in English
- Must have a valid Alberta Class 5 Driver's License
- Must be able to lift up to 75 pounds
- Emergency First Aid/CPR certification
- Basic proficiency in mechanical, electrical, and plumbing an asset, but not required
- Competency in computer usage; familiarity with relevant Microsoft Office suite
- Ability to work with sensitivity to the diverse perspectives of individual clients and community service providers while meeting the objectives and targets of Emmanuel Home
- Police Security Clearance required

Scope of Work:

The successful candidate will be monitoring the building (interior and exterior), access points and security cameras during the night. In addition, they will require being adept at completing minor maintenance and repair projects, and seasonal work as needed. The candidate will have excellent interpersonal skills, be organized and professional, and able to work alone, adhering to working alone policies and procedures.

Core Competencies:

- Accountability and Dependability
- Independent Worker
- Clear Communication & Teamwork; must be fluent in English
- Ethics and Integrity

Hours of Work: Primarily 11:00 PM to 7:00 AM, with shifts available on weekdays and weekends. Both full-time and part-time positions are available.

Notes

The success candidate will be required to undergo a security screening for working in the vulnerable sector.

Compensation: Hourly wages start at \$17 per hour. Shift Premiums apply to evening shifts after 4pm and weekend shifts.

Closing Date: Until successful candidate is found.

For more information or to apply send resume with two references and cover letter to hr@esls.ca

We thank all applicants for their interest, however only those candidates selected for interviews will be contacted.