

Security Monitor

Alternative Structures International - Waianae, HI

\$22,880 - \$30,000 a year

Job Description

Position Title: Security Monitor

Status: Full Time/On-Call

Supervised By: Resident Manager

Primary Purpose:

This is a non-supervisory position performing shift work at Ohana Ola and Ulu Ke Kukui and is responsible for the security of both transitional housing sites, administrative offices and monitoring entrance to the sites. Patrol the property to prevent and detect signs of intrusion and ensure security of doors, windows and gates.

Essential Functions:

Monitor and authorize entrance and departure of employees, visitors and other persons to guard against theft and maintain the security of the sites.

Maintain order on the property and diffuse situations from escalating into potential confrontations.

Secure the property during instances involving confrontations, criminal activity or related problems.

Monitor the parking lot and enforce parking regulations.

Ensure visitors sign-in and direct visitors to the appropriate parking spaces.

Complete accident and incident report documentation and forward, in a timely manner, to the Resident Manager and Site Manager.

Write reports of daily activities including incidents and injuries, i.e., equipment or property damage, theft, presence of unauthorized persons or unusual occurrences.

Circulate among visitors, employees and residents to preserve order and protect property.

Call police or fire departments in cases of emergency.

Perform other duties as assigned.

PHYSICAL DEMAND:

The incumbent must bend, reach, lift or move up to 35 pounds, exposure to blood or bodily fluids, exposure to chemicals, and exposure to toxic fumes, work around water, work outdoors, drive and work evenings and weekends.

This position typically requires working outdoors in the heat and, at times, during inclement weather.

Skills / Knowledge:

A minimum of one to two years of security guard or watchman experience and able to be bonded or a combination of education and experience.

Ability to work under supervision and work as a team member.

Knowledge of relevant equipment, policies, procedures, and strategies to promote effective security operations for the protection of people, data and property.

A demonstrated understanding of the needs of homeless families and an ability to positively empathize with assigned families and the conditions they face. The ability to work in the Native Hawaiian community and a strong knowledge of the Waianae Coast community.

Ability to communicate orally and in writing and to read and comprehend basic instructions, short correspondence and memoranda.

Ability to effectively present information and respond to questions from groups, participants, and the general public.

Ability to add, subtract, multiply, divide in all measures, using whole numbers, common fractions, and decimals. Ability to compute rates, ratios, and percentages.

The incumbent should have a basic understanding of Microsoft Outlook, MS Word processing and Internet Explorer.

The incumbent must have a current Tuberculosis (TB) Clearance and test negatively when drug tested.

Valid driver's license with proof of insurance and a current safety check are required.

High School diploma or equivalent required.

Must be able to pass criminal background check and drug test. Must be honest, dependable, mature, motivated and be able to work flexible shifts.

Must be able to pass any State-required training or other qualifications for licensing for the Guard Card Certification (Act 208) certification requirement.

Willing to train the right candidate.

Job Type: Full-time

Salary: \$22,880.00 to \$30,000.00 /year

Required education:

- High school or equivalent

Required language:

- English