

FLAGSTAFF BORDERTOWN DORMITORY

POSITION DESCRIPTION

TITLE: Part-Time Security

EMPLOYMENT: 10 Months FLSA Non-Exempt

SALARY: In accordance with governing board policies.

GENERAL STATEMENT of RESPONSIBILITIES:

To provide a secure facility environment for residential students and staff. Provides security services as required. Provides security services student residents from criminal acts by persons. Duties may also include providing on-site assistance to students and staff.

QUALIFICATIONS:

- Preferred 32 post-secondary semester credit hours in a applicable academic discipline, including fields related to working with children, such as child development, education, behavioral sciences and cultural studies preferred.
- Must have verifiable three (3) years' experience in security duties.
- Certification of security orientated training preferred.
- Must be able to lift at least 25 lbs.
- Must have a functional proficiency in the Navajo language and be familiar with the Navajo culture and people.
- Current Certification in First Aid and CPR.
- Valid Arizona driver's license.
- Submit a current GSA Form 3607.
- Current Arizona and Navajo Nation motor vehicle driving records on file.
- Must pass criminal background checks by state, federal and Navajo Nation.
- As a minimum qualification, applicant's background checks must demonstrate successful, positive, multi-year employment and performance of duties at each of applicant's last 3 employment positions.

DUTIES and RESPONSIBILITIES:

- Performs all duties to ensure the safety and protections of residential students and staff.
- Patrol and monitor hallways, stairwells, outside facilities, and other public and unsupervised places off and on residential campus to ensure the safety and well-being of students, staff and the security of the campus.
- Maintains a good relationship with residential students and staff.
- Complies with standards of safety requirements.
- Have knowledge of the Continuity of Operations Plan (COOP), Standard Operating Procedures (SOP), Hazard Communications, and the Emergency Response Guide.
- 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.
- Will protect the right to privacy as outlined in HIPAA and FERPA.

- Supervise student’s assigned duties in keeping the dormitory in a clean, orderly, and safe condition.
- Observe and report any symptoms of serious illness.
- Monitor dormitory and other student use areas for proper behavior, safety, and welfare of the students.
- Supervise students during fire drills.
- Immediately reports any loss, theft unauthorized use or damage to the property to the appropriate department head and to the business manager.
- Surrenders custody of the property to the facility clerk upon expiration of employment with the Flagstaff Bordertown Dormitory.
- Uses the property only for the uses intended and reports to supervisor immediately when the property is no longer useful to the security.
- Attend committee meetings and participates in in-service programs as directed.
- Performs other duties as assigned.

SUPERVISION RECEIVED: Residential Manager

SUPERVISION GIVEN: None

WORKING HOURS: In accordance with governing board policies.

EVALUATION PROCEDURES: In accordance with governing board policies.

CERTIFICATION

I certify that I will perform the duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out the Flagstaff Bordertown Dormitory Governing Board’s functions for which I am responsible. This certification is made with the acknowledgement that this information is to be used for statutory purposes relating to appointment and payments of public/federal funds, and that any false or misleading statements may constitute violations of such statutes and their implementing regulations or school policies.

REVIEWED BY: _____ DATE: _____
Employee

REVIEWED BY: _____ DATE: _____
Program Supervisor

APPROVED BY: _____ DATE: _____
Chief Executive Officer

THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT.