



## Employment Opportunity

**Mission Statement:** Senior Persons Living Connected supports healthy aging by providing client-centered housing, programs and services that meet the needs of diverse older adults.

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**Position:** Security Attendant

**Hours of Work:** Full-time

**Reports to:** Security Team Leader

**Date Posted:** August 10<sup>th</sup>, 2018

**Deadline:** Ongoing

**Respond to:** Human Resources Coordinator, Email: [hrd@splc.ca](mailto:hrd@splc.ca) /

Fax: 416-493-3391

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### Position Summary

Manages all aspects of the Terrace front desk, the security system and responds to Emergency Response System alarms to ensure the safety and security of clients, staff, contractor and visitors of St Paul's Centre, Terrace and surrounding property.

### Key Responsibilities

- Performs the patrolling duties of the security attendant during the shift
- Maintains the safety and security system of the entire complex and monitors security cameras and alarm systems
- Conducts daily inspection rounds of buildings and premises according to procedure
- Performs fire safety checks and immediately reports incidents to the Superintendent
- Ensures the safety and security of clients and responds to emergency situations as required



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- Responds to resident requests and concerns related to security of the building and individual units
- Provides access to resident units during emergencies and in response to requests from approved individuals
- Conducts security checks of residents when instructed by an authorized person

### Education

- Security Guard license an asset
- Valid First Aid and CPR Certificate an asset

### Experience

- 1 year working experience in community or housing setting or similar security setting
- Experience working with seniors an asset

### Skills & Abilities

- Knowledge of standard security procedures and de-escalation techniques
- Ability to read and write reports and logs and basic Microsoft Office skills
- Ability to work independently and with a team
- Ability to work under pressure and in emergency situations to solve problems
- Knowledge and sensitivity to work in a culturally diverse environment
- Professional manner, communication and interpersonal skills.



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### Hours of Work:

- 32-40 hours per week for full time; bi-weekly variable schedule provided to part time
- Required to work a rotational 24-hour schedule, weekends and holidays
- Additional hours required for emergency situations

Senior Persons Living Connected is a diverse work environment. We encourage applications from all persons, including persons with disabilities. Accommodation will be provided if needed in accordance with the Ontario Human Rights Code and Accessibility for Ontarians Disability Act.

*Please submit your application to [hrd@splc.ca](mailto:hrd@splc.ca) quoting the position you are applying to in the subject title.*

While we thank all applicants for their interest, only those applicants selected for interview will be contacted.