



# EMPLOYMENT OPPORTUNITY

Scw'exmx Child and Family Services Society (SCFSS) is family-centered and guided by nłe?kepmx and syilx traditional knowledge and principles. SCFSS utilizes prevention and protection strategies with the collective goal to keep children with their families and communities. SCFSS recognizes historical challenges and is guided by traditional strength and wisdom to build family and community capacity in a monumental shift from protection to prevention.

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## SECURITY GUARD

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**Status:** Full-time | Term (one-year with opportunity for extension)  
**Hours:** 45 hours per week | 7:30am to 5:30pm | Monday to Friday  
**Wage:** Starting salary commensurate with experience  
**Benefits:** Comprehensive Benefits Package | Public Service Pension Plan  
**Location:** Merritt, BC

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### POSITION SUMMARY

Reporting to the Operations Manager, the Security Guard is responsible for protecting SCFSS's assets, properties, and personnel. The Security Guard protects the establishment from threats, unlawful activity and property damage, and maintains surveillance and overall protection of the agency. The Security Guard utilizes a high level of judgment, professionalism, and sensitivity in dealing with clients, staff, and the communities we serve. The Security Guard works to build effective professional relationships within SCFSS, associated agencies, government, our communities, and our relations.

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### OVERVIEW OF DUTIES & RESPONSIBILITIES

- Patrol the SCFSS office buildings between the hours of 7:30 am to 5:30 pm, Monday to Friday, on a rotating schedule
- Protect agency property, staff, and relations by maintaining a safe and secure environment
- Observe for signs of crime or disorder and investigate disturbances
- Act lawfully in direct defense of life or property
- Monitor and control access at building entrances and vehicle gates
- Monitor and operate alarm systems and video surveillance systems
- Ensure safety measures and practices are in place and upheld to protect the establishment and patrons
- Maintain a safe environment by performing routine security checks
- Develop, implement, and evaluate operational policies and processes as required by the Operations Manager
- Conduct needs assessments, identify gaps, and develop plans and priorities in creating policies and processes to ensure safety standards are maintained



- Participate regularly in team meetings to effectively offer integrated, multidisciplinary, and effective services
  - Complete and analyze safety assessments, comprehensive risk assessments, and risk-reduction plans
  - Ensure the confidentiality of records and data
  - Compile monthly statistical reports
  - Ensure appropriate documentation is promptly written and filed appropriately
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## **SUPERVISION RECEIVED**

- Regular consultation and review with the Operations Manager
  - Annual Performance Evaluation and work plan review with the Operations Manager
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## **JOB REQUIREMENTS**

- Clear Criminal Record check prior to the first day of work
  - Clear Ministry of Child and Family Development Prior Contact Check prior to the first day of work
  - Valid Class 5 BC Driver's License without restrictions
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## **EDUCATION & EXPERIENCE**

- Certificate, Diploma, or training in a field relevant to the position's duties
  - Minimum two years of experience in a security setting
  - Experience working with Indigenous children, youth, families, and/or communities
  - Knowledge of provincial health and safety legislation and WorkSafeBC regulations
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## **MINIMUM REQUIRED COMPETENCIES**

- Excellent knowledge of public safety and security procedures/protocols
  - Excellent communication skills, with the ability to work with a variety of personalities and communication styles
  - Efficient work skills with the ability to meet time-sensitive deadlines with attention to detail and high-quality standards
  - Ability to work independently and collaboratively under minimal supervision
  - Intermediate skills in Microsoft Office and other IT platforms for word processing, reports, emails, spreadsheets, etc.
  - Handles confidential and sensitive information with discretion, diplomacy, and objectivity
  - Knowledge and sensitivity to the historical and systemic impacts of intergenerational trauma on Indigenous families and communities from colonialism, residential school history, the sixties scoop, and association with the child welfare system
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- Comprehensive understanding and utilization of nle?kepmx and syilx cultural and traditional approaches as a priority over Western methodologies
  - Demonstrated ability to build effective professional relationships with SCFSS staff, leadership, Elders, and communities
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## APPLY NOW

- Apply now on our website [[click here to apply](#)]
- Complete the application form on our website, attach your cover letter and resume
- We thank all candidates for their interest, but only those selected for screening will be contacted
- Pursuant to Section 41 of the BC Human Rights Code, preference may be given to qualified applicants of Indigenous ancestry