

## CAREER OPPORTUNITY

### **JOB TITLE:**

### **SECURITY GUARD**

**REPORTS TO:** Security Manager

**STATUS:** Temporary Full Time

**POSTED:** Friday, September 17<sup>th</sup>, 2021

**DEADLINE:** until we find the suitable candidate

### **ABOUT WLFN # 128**

Whitefish Lake First Nation # 128 is a fast growing vibrant Nation delivering multiple programs and services in the community of Goodfish Lake, Alberta. It is a community discovering its potential and with a rich history of resiliency and determination, Whitefish Lake First Nations #128 have embraced the challenge of economic renewal as an opportunity to enrich the lives and brighten the futures of each member of the community.

### **Position Overview and Responsibilities**

Whitefish Lake First Nations #128 is looking for temporary full-time (**3-Months Contract**) Security guard who shall be responsible for overall security of members, employees, visitors and facility assets in Goodfish Lake, AB. The purpose of this position is to prevent and detect signs of intrusion, theft, vandalism and ensure security of the staff, children and buildings. The Security Guard works independently but takes direction from and reports directly to the Security Manager and can be assigned different facilities at any given time. The Security Guard is responsible for:

- Observes and reports activities and incidents at the Band Buildings, providing for the security and safety of Band properties, its assets and personnel;
- Protects property against theft and vandalism;
- Answer alarms and investigate disturbances;
- Controls access to buildings and conduct proactive patrols to ensure safety and address policy breaches, and note any concerns;
- Protects evidence or scene of incident in the event of accidents, emergencies, or security investigations;
- Calls police or fire departments in cases of emergency, such as fire or presence of unauthorized persons;
- Writes reports of daily activities and irregularities, such as equipment or property damage, theft, presence of unauthorised persons, or unusual occurrences;
- Performs all duties and responsibilities in accordance with WFL # 128 policies, standards, and procedures;
- Maintains confidentiality on all matters relating to the affairs of WFL # 128.

### **Qualifications**

- Minimum grade 12 or one-year experience as a Security Guard or an equivalent combination of education and experience;
- Must have a valid Alberta Security License;
- Hold a class 5 AB driver's license. Speaking Cree, WHMIS and First Aid Certification would an asset;
- Effective communication skills and have a positive attitude;
- Must possess a basic understanding of the Canadian legal system;
- Exceptional interpersonal skills with ability to use tact and diplomacy;
- Honest, trustworthy, reliable and flexible and meet all Safety requirements and policies;
- Satisfactory Driver's Abstract, Criminal Record & Vulnerable Sector Check;

### **Salary & Benefits**

**Salary:** *Depending on Education & Experience*

**Benefits:** WLFN # 128 offers a comprehensive salary.

### **How to Apply**

Please send resumes with professional references to:

**HR Director – [HR.Director@wfl128.ca](mailto:HR.Director@wfl128.ca)**

Goodfish Lake, Alberta

**Telephone:** (780) 636-7000

**\* Only qualified individuals being considered will be contacted for an interview.**