



WALPOLE ISLAND FIRST NATION EMPLOYMENT OPPORTUNITY

Job Title: Security Guard
Department: Administration
Pay Rate: \$24.00 per hour.
Status: Full-Time, Fixed Term
Closing Date: May 16, 2024

Position:

The WIFN Security Guard protects against theft and vandalism of WIFN property while services at various sites are being provided. The role also assists with controlling access to the various sites around WIFN and monitoring various community properties while enforcing WIFN rules and regulations. Security Guards maintain order and public safety and may be assigned to patrol designated areas and residential properties. The Security Guard may be stationed at a workplace location or may be assigned to work mobile patrol in a WIFN Vehicle depending on organizational requirements. While stationed at WIFN Program buildings the security guard will work under the direction of the Program Supervisor to ensure the safety of the workplace for employees, clients, and visitors. Most WIFN Security Guards work 35-40 per week on a flexible schedule which often may result in weekends, night shifts, public holiday shifts, etc., and may be required to be on call in case of an emergency.

Requirements:

- Completion of Grade 12 Diploma.
- A Diploma in services related to Security, Law, and Protection would be an asset.
- Valid Ontario "G" Driver's License and reliable transportation.
- Vulnerable Sector Check/Criminal Records Check/Judicial Check.
- Three (2) years working with/for a Native community is considered an asset.
- Must be able to work a flexible schedule, including evenings and weekends when required.
- Any of the following security training would be a definite asset:
 - De-escalation/Conflict resolution.
 - Basic Security Procedures.
 - Report Training.
 - Report Writing
 - Health and Safety.
 - Emergency Response Preparation.
 - Canadian Legal System.
 - Legal Authorities.
 - Effective Communications.
 - Sensitivity Training.
 - Use of Force Theory.



WALPOLE ISLAND FIRST NATION

A) Skills

- Ability to set priorities, and work under pressure.
- Excellent written and oral communication skills.
- Ability to work independently and cooperatively in a team approach.
- Well-developed problem-solving, organizational, and administrative skills.
- Ability to use computers and various software, preferably Microsoft Office.
- Must be able to maintain confidentiality.

B) Experience

- 1-2 years of experience in services related to Law and Protection would be an asset.
- Experience working with First Nations people.

Other

- Must be a positive role model within the Community.

Responsibilities:

Under the supervision of the Executive Director and/or designate, the duties and responsibilities of the WIFN Security Guard include, but are not limited to, the following:

- Patrol grounds, parking lot, and other assigned areas to guard against theft, vandalism, and fire.
- Perform security checks of doors, windows, aeration units, entranceways, and other areas designated for employees only.
- Checks vehicle traffic at entry and other checkpoints in the community as assigned.
- Assist other security staff to control access to the various WIFN sites.
- Investigate any persons conducting suspicious activities on various WIFN sites.
- Maintain a daily log with full details of any incidents or suspicious activities.
- Assist other staff with enforcing rules and regulations that maintain order and ensure the safety of visitors to the various WIFN program sites.
- Provide recommendations to the security supervisor that would assist with maintaining order, safety, and security of property, staff, and visitors.
- Fulfill other related duties as requested by the immediate supervisor.
- Must wear WIFN Security clothing identifying as a Security Guard.
- Must complete prescribed training as directed by WIFN and obtain any security-related licenses that may be required.



WALPOLE ISLAND FIRST NATION

How to Apply:

Please submit your resume and cover letter describing the qualifications above to:

Walpole Island First Nation
Human Resources
Mail: 117 Tahgahoning Rd,
Wallaceburg, ON
N8A 4K9
or
Fax: 519-627-5915
or
Email: Careers@wifn.org