

NORTHERN NISHNAWBE EDUCATION COUNCIL



EMPLOYMENT OPPORTUNITY

Dennis Franklin Cromarty High School, Thunder Bay, ON

Security Worker(s) – Full Time (2), Casual (1)

The Security Worker(s) are responsible for the security of the property belonging to the Northern Nishnawbe Education Council located on the Dennis Franklin Cromarty High School Site. The Security Worker(s) will work in an efficient manner that will enhance the school environment and promote security in the structural settings of the school. This position will report directly to the Principal of DFCHS or designate.

Qualifications:

1. Minimum Grade 12 Diploma
2. Must be self-motivated with excellent interpersonal and organizational skills
3. Must have the ability to remain calm and rational during extraordinary events and perform duties with due care and sensitivity
4. Previous security training along with/or security/night watch experience would be an asset
5. Valid drivers licence required along with the ability to obtain a Class F Ontario Drivers Licence
6. Excellent communication skills both verbal and written
7. Must be sensitive and respectful to First Nations culture and traditions

Responsibilities:

1. The Security Worker will screen, admit and log all visitors
2. Patrol grounds, school, out buildings and investigate and report any unusual occurrences on a timely basis.
3. Provide general information to visitors within approved limits.
4. Maintain daily logs and prepare incidents reports on a timely basis.
5. Liaise with Thunder Bay Police Services, Thunder Bay Fire Fighters, Emergency Personnel.
6. Maintain a professional working relationship with staff, students, partner organizations and service providers.
7. Assist with vehicle inspections upon direction from the Principal or Designate.
8. Assist with staff and student issues upon direction from the Principal or Designate.
9. Other duties as assigned

Salary: Based on Education and Experience

**NNEC thanks all applicants in advance; however, only those selected for an interview will be contacted. NNEC requires a Criminal Record Check and/or a Vulnerable Sector Check for all positions. These positions remain open until filled.

Please submit your cover letter, resume and three references (with written permission for NNEC to contact) to Human Resources, NNEC Head Office, fax (807) 582-3865 or by email to humanresources@nnec.on.ca