

NORTHERN NISHNAWBE EDUCATION COUNCIL



EMPLOYMENT OPPORTUNITY

SECURITY WORKER(S) Pelican Falls Site, Sioux Lookout, ON

Pelican Falls Centre (PFC) and Pelican Falls First Nations High School are located on approximately 10 acres of land which is home to 180 students from our northern First Nation communities throughout the school year. The role of the Security personnel is to protect the people and the property at Pelican Falls Centre. The Security Workers will be responsible for both gate house operations as well as the grounds at Pelican Falls Site.

Security personnel must be self-motivated, with excellent interpersonal and organizational skills and perform duties with due care. The Security Worker is expected to act in a professional manner and to react to extraordinary events calmly and rationally. Security Workers must be sensitive to First Nations culture and traditions. The Security workers must be willing to work a modified schedule consisting of days, evenings, nights, weekends as well as Statutory holidays. The salary is prorated through the year (26 pay-periods) and days of work will follow the school calendar. The Security staff will report to the PFC Manager or designate.

RESPONSIBILITIES:

1. Screen, admit and log all visitors at Pelican Falls Gatehouse.
2. Patrol grounds, 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. Maintaining communication processes with NNEC managers on site.
6. Liaise with Ontario Provincial Police and Sioux Lookout Fire Department and maintain a professional working relationship with both.
7. Assist with vehicle and house inspections upon direction from the PFC Manager or Designate or when/as requested by a Pelican Falls Program Manager
8. Other related duties as assigned.

QUALIFICATIONS:

1. Grade 12 diploma or equivalent
2. Proven Security/night watch experience
3. Excellent communications skills both oral and written
4. Must have a valid Drivers License.

SALARY: \$54,600 to \$67,151

All staff are compensated 13 weeks of vacation either with vacation days, monetary compensation or a combination of both.

****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. This advertisement is for two newly added positions and will 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@nec.on.ca