



<https://onionlakehealth.org/careers/security-olhbi-administration/>

Security – OLHBI Administration

Description

The Security Guard assists the overall security of Onion Lake Health Board Inc. grounds. They are responsible for the safety of Onion Lake Cree Health Board Inc., clients, employees and property. The Security Guard must instill a strong sense of safety to all clients and employees within Onion Lake Health Board Inc.

Reports to: Security Officer

Responsibilities

- Patrol premises to prevent and detect signs of intrusion and ensure security of doors, windows, and gates.
- Answer alarms and investigate disturbances.
- Monitor all incoming and outgoing employees, clients, vendors and suppliers.
- Write reports of daily activities and irregularities.
- Call police or fire departments in cases of emergency.
- Oversee all security and surveillance issues
- Adhere to all policies and follow established procedures
- Write reports of daily activities and irregularities, such as equipment or property damages, theft, presence of unauthorized persons persons, or unusual occurrences.

Qualifications

- Valid Driver's License, Driver's abstract, Criminal Record Check and Vulnerable Sector Check.
- A certificate or training in a relevant field preferred.
- Previous experience as a Security Guard an asset.
- Attention to detail in all areas of work.
- First-aid and CPR certification an asset.
- Must be able to sit or stand for long periods of time.
- Effective teamwork skills; Able to effectively communicate both verbally and in writing.

Contacts

DEADLINE DATE: November 1, 2024

Only qualified applicants will be contacted for an interview.

Interested applicants, who meet the qualifications as listed above, must submit:

1. Cover letter
2. Current resume with dates specified
3. LIST of three current references with phone numbers
4. Vulnerable Sector Check/Clear Criminal Record Check
5. Drivers Abstract

Hiring organization

OLHBI

Employment Type

Full-time

Attention to: Human Resources

Phone: (306) 344-2330 ext. 2238

Fax: (306) 344-2357

E-Mail: careers@onionlakehealth.org

Mail: PO Box 70 Onion Lake, SK S0M 2E0