



Internal Job Posting

Position Title:	RCW (Security)	Pay Grade:	As per collective agreement
Position Type:	Relief (on call as needed)	Hours of Work:	Varied
Reports To:	Supervisor – Ali Roy	Date Posted:	June 16, 2020
Union:	Public Services Alliance of Canada	Closing Date:	June 30, 2020 at 4:00pm
Competition Number:	2019-PSA-15	Number of Positions:	Two (2)

Position Overview

At Wequedong Lodge, our Employees are dedicated to ensuring a safe, comfortable and culturally appropriate environment for our clientele. Established in 1984, the mandate of Wequedong Lodge is to provide accommodations, including meals, translation, transportation and referral services to First Nations (on and off reserve), Metis and Inuit clients accessing medical care in Thunder Bay. We are currently looking for a compassionate and considerate individual who has a flare for customer service to join our growing team.

The Security Guard monitors and authorizes entrance and departure of clients, visitors and other persons, including Lodge personnel, at Wequedong Lodge. The Security Guard will guard against theft and maintain security of the premises.

Qualifications

The security guard must possess:

- A minimum of two (2) years' experience either in security services or in related work experience similar to Lodge operations.
- Basic security training and testing from an accredited and/or licensed security trainer and/or training organization.
- Ability to meet the physical demands of the job.
- Up to date First Aid/CPR and WHMIS Certificates.
- Ability to be bondable, have a clean Drivers Abstract and a clean Criminal Reference Check.
- Fluency either in Ojibway, Oji-Cree or Cree would be an asset.
- An understanding and appreciation of Indigenous culture.



Duties and Responsibilities

1. Monitor the premises and authorize the entry and departure of all parties, including Lodge personnel.
2. Call the Police or the Fire Department in cases of emergency involving unwanted persons and fire.
3. Answer alarms and Investigate disturbances with proper backup consisting of other Lodge personnel, CB radio and Panic Buttons.
4. Write daily reports of incidents, especially involving theft, substance abuse, and other irregularities and unusual occurrences involving unauthorized persons.
5. Warn clients and escorts of rule infractions and violations and to the extent of evicting same from the premises, where force would be used when necessary.
6. Follow applicable protocol for evicted clients.
7. Will investigate and monitor security and other operational systems on an as needed basis.
8. Conduct interior patrols and exterior perimeter checks several times during a shift.
9. Monitor the video monitor periodically.
10. Maintain certificates and licenses in a binder in the LAN room.
11. Maintain a Daily Log as well as accessing the Database System for entries on security related issues involving clients.
12. Contribute to team effort by accomplishing related results as needed, complete special projects and other related duties as assigned by the Supervisor or designate.

Application Process:

Interested candidates may apply in person, by mail, email or fax. Your application should include the competition number (2019-PSA-15), your cover letter and resume and may be submitted in confidence to:

Wequedong Lodge of Thunder Bay
656 City Road, Box 17, Fort William First Nation, ON P7J 1K3
Fax: (807) 626-9365

Email: hr@weqlodge.org

Wequedong Lodge is an equal opportunity employer and provides accommodation for job applicants in accordance with the Human Rights Code and the Accessibility for Ontarians with Disabilities Act.



Accommodations are available on request for candidates taking part in all aspects of the recruitment and selection process. To make a request, please contact kkaing@weqlodge.org

While all responses are appreciated and will be handled with the strictest confidence, only those being considered for interviews will be acknowledged.