



## **Heading Home**

**Job Title: Security Guard**  
**Program: AOC Campus**  
**Reports To: Program Director**  
**Hours: TBD**  
**Rate of Pay**  
**Non-exempt/Essential**

### **Position Summary:**

The Security Guard shall provide safety to all residents and staff of Albuquerque Opportunity Center.

### **Essential Duties & Responsibilities of a Security Guard include:**

- Overall reports to Shift Supervisor.
- Observe and report all activities occurring on/in surrounding Albuquerque Opportunity Center and surrounding neighbors.
- Maintain a complete and detailed security log form daily.
- Assist in the completion of shift reports as well as incident reports.
- When necessary, assist team members in de-escalating agitated residents.
- Maintain a physical and vigilant presence in dorm when staff is not present.
- Maintain physical presence and vigilance in the dormitory area as well as patio area.
- Conduct resident search and seizure as needed.
- Patrol and secure interior and exterior of Albuquerque Opportunity Center, which includes the main dormitory, resident showers/bathroom, resident and staff parking lots, vehicles and bikes, as well as buildings one through four and caged areas.
- Female security staff are responsible to check bathrooms and shower areas as required, but may allow a male staff member who is present to check those areas if agreeable.
- Review and follow-up on shift notes, email and phone messages each shift.
- Ensure all EXIT doors are secured as well as rear gate.
- Ensure both audible alarms are armed and operational on EAST side EXIT doors at 5pm daily.
- Patrol both parking lots – front and back.
- Report all suspicious activity and safety hazards to Shift Supervisor.
- If needed, assist in escorting suspended residents off premises.
- When necessary, escorts residents to their vehicles.
- Assist in emergency evacuation and fire/disaster drills.

### **Qualifications:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**The responsibility of all Heading Home employees includes the following:**

- Always represent and promote Heading Home in a positive and professional manner.
- Maintain good attendance and punctuality in keeping with Heading Home Policies.
- Attend all staff and organizational meetings as required.
- Observe and practice safe work habits and practices in compliance with regulations, statutes and organizational policies.
- Maintain client, resident, guest and organizational confidentiality in compliance with organizational policies and procedures.
- Read, understand and comply with all guidelines of the Heading Home Employee Handbook.

**Skills:**

- Knowledge of Microsoft Word, Excel, PowerPoint, and Outlook.
- Knowledge of area service providers and community resources
- Knowledge of similar community programs
- Ability to communicate effectively both orally and in writing.

**Requirements:**

- Valid New Mexico driver's license and reliable transportation.
- Ability to navigate stairs, ladders, ramps and uneven terrain.
- \*CPR/First Aid Certification or ability to become certified within 30 days of hire

The job description does not constitute an employment agreement between the employer and employee. This document is subject to change by the employer as the needs of the employer and requirements of the job change.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Security Guard

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Program Director