



# Blood Tribe Department of Health

## Employment Opportunity

**Title:** Security Supervisor

**Department:** Blood Tribe Department Of Health

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**Reporting to:** Director of Facilities Operations

### Summary of Work:

Under the supervision of the Director of Facilities Operations the Security Supervisor will be responsible in providing leadership to the Security Guards, as well as ensuring day to day operations of the Department of Health Inc.

### Duties & Responsibilities:

- Oversee all security-related functions at Department of Health.
- Maintaining payroll and scheduling.
- Effectively manage and control the assigned security budget and provide accurate information to senior management when required.
- Ensure the protection, safety, and well-being of building, employees and residents.
- Serve as the primary decision maker during emergency situations and incident response.
- Patrol assigned areas.
- Respond to alarms and calls; decide what actions to take based on situation.
- Only perform internal investigations with reasonable cause.
- Assume on-call duty as assigned, responding to security needs and reporting to duty as necessary.
- Notify appropriate emergency personnel in emergencies or as needed, Police, Fire Department, and ambulance.
- Establish and maintain a professional working relationship with all employees, clients and visitors.

### Technical Duties and Responsibilities

- Track and manage data using proprietary incident reporting software and Microsoft Office programs.
- Monitor visitors on the Blood Tribe Department of Health Facilities, and Operate and maintain record of video surveillance system daily.

### Professional Qualification

#### Education

- Grade 12 Education
- Basic Security Certificate and Security ID

#### Experience

- Minimum (2) YEARS' experience in related field an asset

### Registration and Certification

- Class 4 Drivers licence preferred, however class 5 will be considered
- First Aide / CPR
- WHMIS
- Criminal Record Check

### Personal Qualities

- Must have necessary communication skills.
- Able to sit, walk, transfer, lift, carry equipment and supplies, if required.

### Salary Range

- Salary Grid as established by BTDH.

### Deadline for Application: May 25, 2018

Please forward a Letter of Application, Resume, Criminal Record Check, and Three (3) updated references to:

**Blood Tribe Department of Health Inc.**  
**c/o: Kara Russell - Human Resources**  
**P.O. Box 229**  
**STANDOFF, AB TOL 1Y0**  
**Phone : 737-8408**  
**FAX: 403-737-3985**  
**Email: hr.assistant@btdh.ca**