

# EMPLOYMENT OPPORTUNITY

**POSITION:** SECURITY  
**DEPARTMENT:** NWSD-INCOME SUPPORT

**Term Position:** Until March 31, 2023

## **SUMMARY:**

Under the direction of the Manager, the security participates in patrolling the NWSD-Income Support wing. It is the duty of the security to ensure that they protect Samson Cree Nation's property, personnel and information against fire, theft, vandalism and illegal entry.

## **DUTIES AND RESPONSIBILITIES:**

- Patrol all assigned areas.
- Check doors, windows, locks and building interiors for signs of damage or theft.
- Ensure all odors are secure after general working hours.
- Provide information, guide traffic or respond to complaints and maintain order in the Samson Cree Nation Community.
- Watch for intruders.
- Observe and keep records of security-related activities into a logbook.
- Work indoors or outdoors in all weather conditions.
- Work alone for extended periods of time.
- Work in uniform
- Perform routine patrols in sporadic intervals
- Control and monitor admittance of Office building after general working hours.
- Maintain peace and order within the community
- Report all suspicious activities to proper authorities
- Submit verbal and written reports to supervisor
- Enforce the Samson Cree Nation By-Laws.

## **QUALIFICATIONS:**

- Excellent written and communication skills
- Understanding of the Cree language and culture is a definite asset
- Mental Health/First Aid certification is an asset
- **MUST submit a valid class 5 Alberta Drivers License with application.**
- **MUST submit a Criminal Record and Intervention Record Check with application.**
- **MUST submit copies of Security Training Certificates with application.**
- **May be subject to Drug Test**

**NOTE: Only applicants who have required documents will be contacted for interviews.**

**CLOSING DATE: August 3, 2022**

**For applications and further information, please contact:**

**Samson Cree Nation  
Personnel Department  
Box 159  
Maskwacis, Alberta  
T0C 1N0**

**Telephone (780) 585-3793  
Extension 107  
FAX (780) 585-2088  
Email: personnel.179@gmail.com**