

JOB TITLE: Weekend Night Security
REPORTS TO: Life Builders Program Manager
DEPT: Programs-Mission

STATUS: REG/PT/NE
SCHEDULE: 12am-6:00am Sa & Su;
REVISED: 5/29/18

Winston-Salem Rescue Mission is a Christian, non-denominational service ministry, meeting the physical, emotional, and spiritual needs of hurting people in the Triad area so that we might proclaim the gospel of Jesus Christ and bring glory to God. WSRM considers every position one of ministry and a vital and valued part of our staff. Therefore, it is essential that all employees of WSRM have a personal relationship with Jesus Christ and subscribe to our Mission, Core Values, and Statement of Faith.

SUMMARY OF POSITION:

Ensure the safety, security and well-being of residents and property during overnight hours. Property includes: Mission building housing 90-day program (interior and exterior); and exterior perimeter only of all other Mission buildings and properties located in downtown Winston-Salem.

DUTIES AND RESPONSIBILITIES:

- Check and secure first floor offices in the Mission building.
- Note, record and report people behaving inconsistent with set WSRM policies and procedures.
- Monitor/Report program men who are employed outside of the Mission, and their time of return.
- Complete the security check list, which also includes perimeter checks of all Mission buildings and property.
- Communicate with evening and morning phone crew to share pertinent incident information.
- Notify Life Builders Program Manager if 911 is called; notify the Executive Director if the media arrives on site for any reason.
- Respond appropriately to emergency situations such as fire, water damage, or accidents.
- The following applies only to the Mission building housing the 90-day program: Understand and operate all security systems including alarms, fire panel, and smoke detectors for that building alone.
- Respond to and diffuse situations before escalation; handle disputes and altercations appropriately.
- Others duties as assigned.

EDUCATION/EXPERIENCE:

- High School completion (GED or Diploma) required.
- 1+ years of security experience required.
- Previous experience working with homeless or at a Rescue Mission desired.

SKILLS & QUALIFICATIONS:

- Christian with a ministry mindset, utilizing the skills, training and experience God has provided.
- Level-headed and quick thinking; able to diffuse potentially volatile situations and exercise good judgment in alignment with WSRM values and policies.
- Honest, trustworthy, patient and firm.
- Able to separate self from situations and interact with diverse types of people (vagrants, addicted, mentally ill) with compassion and respect.
- Clear and direct communicator, able to give firm, clear instruction.
- Requires self-motivation, and the ability to work in an isolated environment.

WORKING CONDITIONS/PHYSICAL FACTORS:

Occasionally = 1%-33%; Frequently = 34%-66%; Continuously = 67%-100%

Standing: Continuously Walking: Continuously

The work is performed indoors and outdoors on a continuous and rotational basis, and requires physical stamina and a significant amount of time walking. The employee will interface with individuals who may be under the influence of a controlled substance or alcohol, and who may be homeless.

EQUIPMENT/TOOLS USED:

- Telephone / Cell Phone / Radio
- Computer / Internet

Employee Signature

Date