



Holy Family Institute Journey of Hope Program Security Specialists

Reports to: Safety & Security Manager, Journey of Hope Program

Hours: FT Position – Varying shifts (8am-4pm; 4pm-midnight; midnight-8am) with flexible hours, as needed by the program. Requires five 8-hour days, including some weekend days.

General Statement of Duties: The Security Specialists will provide 24/7 security, making rounds, monitoring visitors on campus, watching video cameras, ensuring safety of the Unaccompanied Children, and completing end of shift reports to the Safety & Security Manager. Security Specialists will monitor additional activities related to overall building and ground safety and security. Final approval for hire will be done by the Project Officer of the Office of Refugee and Resettlement which is a sub-agency of the Department of Health and Human Services of the federal government.

Essential Functions:

- Document and report all incidents as per agency policy and procedure.
- Complete regular routine rounds as per program's policies and procedures.
- Promote positive professional image of the agency through interpersonal interactions and appearance.
- Develop and maintain professional and supportive relationship with all agency staff, volunteers, local community members and outside contractors and vendors.
- Conducts and generates written reports for fire drills.
- Checks fire suppression equipment, (fire extinguishers, hydrants, sprinklers, and kitchen hood system) in all the facilities and vehicles of the program monthly and assists in annual inspections.
- Responds to and handles fire alarms for the HFI facilities in Emsworth.
- Checks, maintains and inspects AEDs monthly. Assures they are powered and ready for immediate use. Generates records of inspections and service.
- Responds to and handles or provides assistance with campus-wide emergencies.
- Collaborates with Journey of Hope Supervisors team as needed.
- Serves as a Safety Committee member.
- Corrects and provides minor maintenance to identified safety hazards and causes for action to be taken on larger hazards through either immediate notification of key staff or email/voice mail.
- Oversees and maintains card access systems and supports video surveillance and two-way radio systems for the Journey of Hope Program.
- Check and lock facilities and create a record of any open/unlocked doors.
- Ability to verbally de-escalate children during a crisis situation.
- Ability to passively physically restrain a child if necessary.

- Capable of frequently climbing stairs and other activities that involve physical exertion (i.e. walking hallways, walking across campus).
- Quick physical response to a crisis.
- Ability to drive a car or van.
- Must have flexible hours based on needs of program.
- Attend required trainings and staff meetings.

Minimum Requirements

- High School Diploma or GED (Bachelor's Degree preferred), with 2- 5 years experience in safety, security and/or the human service field. Must be at least 21 years of age, have a valid PA drivers license, be able to perform physical activities, have good verbal, written and oral communication skills. High degree of proficiency with Windows, MS Word, and Excel. Confidence working with technology. Knowledge of accreditation/regulatory agencies such COA, PA Department of Human Services, Allegheny Health Department, OSHA, Local and County Fire, and Safety Regulatory Codes and National Fire Protection Association preferred. Must obtain required safety & security credentials/certifications once hired. Act 33/34 and FBI clearances required. Fluency in Spanish and English (read, write and speak) preferred. EOE