



Security Manager

Program: Administration

Reports to: Chief Administrative Officer

Location: Emsworth Campus

Hours: Full time, flexible hours to meet program needs

Please Note: Candidates will be required to show proof of being fully vaccinated against COVID-19 upon commencing employment. Reasonable accommodations will be considered on a case-by-case basis for exemptions to this requirement in accordance with applicable law. Applicants should be aware that for client-facing roles, particularly those involving close contact with vulnerable individuals, accommodations that involve remaining unvaccinated against COVID-19 may not be deemed reasonable. The Company will engage in the interactive process on an individualized basis in light of each particular role.

MISSION AND NEED

Holy Family Institute (HFI) is a 120-year-old Catholic organization with an impeccable history of serving children and families in the Pittsburgh Region. We are one of Pittsburgh's largest social service organizations operating 15 programs in three counties. We are an independent organization guided by Catholic Social Teachings and serving people of all faiths and backgrounds.

HFI is seeking a Security Manager that will manage, monitor, and oversee the activities of general safety and security for all agency locations with additional activities that include overall building and ground safety and security. Serves as the Agency expert in the areas of safety and security.

Essential Duties and Responsibilities:

- Creates and maintains Agency security policies and procedures
- Supervises and leads team of security specialists
- Collaborates and works closely with the Director of Risk, Quality & Compliance, the IT Manager, and Facilities Director
- Develops and maintains a working relationship with local police, fire, and emergency response departments
- Documents and reports all incidents as per agency policy and procedure.
- Identifies and implements ways to improve operation and general security and safety measures
- Ensures the completion of regular routine rounds as required.
- Promotes positive professional image of the agency through interpersonal interactions and appearance
- Develops and maintains 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.

- Ensures the inspection of fire suppression equipment, (fire extinguishers, hydrants, sprinklers, and kitchen hood system,) monthly or as prescribed by NFPA, and coordinates annual inspections.
- Leads and provides fire safety training for all HFI employees.
- Ensures the inspection and maintenance of AEDs as required. Generates records of inspections and service.
- Responds to and handles fire alarms for the HFI facilities.
- Responds to and handles or aids with all location emergencies.
- Serves as a Safety Committee member and/or leader.
- Corrects and provides minor maintenance to identified safety hazards and takes immediate action on major hazards.
- Oversees, manages, and serves as the administrator for buildings card access systems
- Oversees video surveillance systems, including active monitoring of storage and performance of the system
- Oversees, maintains, and coordinates services for facilities' two-way radio systems.
- Ensures facilities are secure.
- Must have flexible hours based on needs of agency
- Attends mandatory trainings and other trainings to enhance professional development

Minimum Requirements:

- Bachelor's Degree required
- A minimum of 5 years' experience in safety and security.
- Previous supervisory experience preferred.
- Demonstrated proficiency with Windows, MS Word, and Excel and confidence in 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
- Ability to obtain Act 33/34 and FBI Clearances required.
- Ability to obtain required safety & security credentials/certifications as applicable to position.

COMMITMENT TO SOCIAL JUSTICE

Holy Family Institute and its affiliated organizations are committed to an environment that respects and values every human being and individual differences. We will invest time and resources to create an inclusive environment for all of our stakeholders. This means we will respect diversity that includes race, ethnicity, gender, socioeconomic status, education, disability, language, and sexual orientation. We also believe that we should be "Faithful Listeners" and embrace diversity of ideas, perspectives, and values. We believe in providing access, opportunity, fair treatment, and advancement for all people. Believing that "God is Found in Everyday Activities" we will do our best to eliminate barriers that prevent full participation in our programs and services. We believe "Loving Relationships" means that all are welcome, all are neighbors, and there are no exceptions. With this belief we aim to create an environment in which any individual or group can feel welcomed, respected, supportive, and valued.

Holy Family Institute is an Equal Opportunity Employer.