



JOB POSTING

POSITION: **Front Desk Security**

COMPANY: **Vancouver Native Housing Society**

LOCATION: **Kwayatsut – 2465 Fraser Street, Vancouver BC**

COMPENSATION: **\$16.50/hour – Must be available for Shift Work**

WEBSITE: **www.vnhs.ca**



WHO ARE WE?

VNHS's mandate is to provide safe, secure and affordable housing. Although our original and ongoing mandate is to focus on the housing needs of the urban Aboriginal community we have expanded our operations to include housing solutions for seniors, youth, women at risk, persons living with mental illness, homeless and at risk populations.

We are looking for someone for the position of Front Desk Security for our newest supportive housing development for homeless adults and at-risk youth. The Front Desk Security Worker reports to the Building Manager and works with the supportive housing department at Vancouver Native Housing Society. Duties and responsibilities will center around monitoring the front office and the security of the building residents. The front desk worker will supervise the building cameras and key fob systems, as well as maintain the log books, oversee the general wellbeing of residents and deal with the daily issues that may arise. This position is key to ensuring the building is a respectful and supportive place in which to reside, visit, and work for the diverse residents of this 99-unit building

Major Responsibilities will include:

- Monitoring the flow of residents and visitors by supervising the main entrance, ensuring visitors sign in/out, checking list of barred residents, and being aware of the destination of visitors.
- Escorting from the premises anyone not having business in the building.
- Maintaining building security and safety by performing duties such as conducting multiple building checks including all entrances and exits, storages, parking, roof tops and amenity spaces. Ensure all locks, doors, emergency and outside lighting is functioning properly and cleanliness is maintained.

Major Responsibilities (Continued)

- Observing residents and their environments to ensure the safety of people and the premises by performing duties such as reporting unsafe conditions, incidents and/or behaviors, interactions with residents including observing individual behavior,
- Identifying guests and assisting with the sign in/ sign-out process.
- Investigating disturbances, dealing with emergencies in accordance with guidelines and reporting incidents to appropriate staff or authorities. Recording observations and communicating with other team members and partners.
- Assisting residents with building issues such as care of common areas and daily care of their living space.
- Assisting the Building Maintenance staff to maintain in good repair common areas of the building interior as well as the exterior of the building and grounds by performing duties such as identifying repairs and responding in the interim should maintenance staff be unavailable.
- Performing light janitorial duties daily.
- Communicating with and encouraging resident involvement in the building including attending scheduled program meetings.
- Attending on a regular basis monthly staff meetings, residents meetings and additional program meetings as directed.
- Encouraging and supporting residents to make healthy choices and practices.
- Performing other related duties as required

Qualifications and Requirements:

The successful candidate will have completed Secondary School, plus two (2) years of related experience or an equivalent combination of education, training, and experience. Candidates must be able to demonstrate positive proof of two years sobriety

Must have

- Criminal record check for working with children and vulnerable adults – clearance required
- A valid Class 5 driver's license
- Clean driving abstract
- First Aid Certificate

Assets:

- Non-Violent Crisis Intervention (or other related training an asset)
- Experience with addictions, mental health, or working with youth at risk
- Knowledge and understanding of Aboriginal culture

This position is on call, casual as required by VNHS operations. Shift Work is a requirement of this position and flexibility with hours will be required to meet operational deadlines.

If you are interested in this position, please send a resume and cover letter to careers@vnhs.ca with “**FRONT DESK SECURITY**” in the subject line. Please note, while we would like to connect with all of our applicants for this position, only those chosen for interview will be contacted.

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