

# Job Description

## Overnight Security: Men's Residential Treatment Facility

**Reports to:** Program Management

**Full Time:** 32-40 hours per week

**Compensation:** \$20/hr. Non-Exempt

### Benefits:

- **Health Insurance-** Choice of 3 plans with a **55% Employer contribution** toward premium.
- Vision and Dental Insurance
- Holidays: 9 per year - **eligible immediately**
- PTO: 15 days per year for all full-time employees (**30 hours or more**) with a carryover allowance of up to 5 days per year.
- Paid Sick & Safe Leave: 8 days per year for all full-time employees **eligible immediately** with a carryover allowance of up to 8 days per year.
- Retirement Contribution: 2% employer contribution regardless of employee investment (**eligible within 30 days**) Merrill Lynch Simple IRA - **eligible immediately**.

### Organization Overview:

Established in 1968, the Westminster Rescue Mission is a community that provides clinical, physical, and spiritual resources to heal the addicted and feed the hungry. The Mission serves Carroll County and surrounding communities through its programs. Check us out: [www.westminsterrescuemission.org](http://www.westminsterrescuemission.org)

### Summary

The Overnight Security Technician works with Program Management and other Program staff to develop and support residential clients.

Provides **active** staff presence on-site during overnight shifts (10:45 PM to 7:00 AM); responsible for safety and security of clients and the facility; responsible for ensuring a clean and healthy Mission environment.

### Responsibilities

- Assist clients of our men's residential treatment program with any needs during the overnight shift, including offering over the counter medications as needed for physical ailments, or support and nurture through emotional

or spiritual concerns; works to de-escalate or mediate any tensions which may arise.

- Remains awake and available to residential clients to address needs which may arise on the campus between the hours of 11pm and 7am.
- Promptly contacts Chief Health Officer, or Emergency Services (911) as needed to address crisis situations or to inform management of incidents which may require follow-up.
- Opens gate and wakes clients; follows up to make sure all clients report to dining hall for prayer and breakfast; responds to any client who expresses health issues.
- Submits shift reports at close of shift for distribution to Recovery Staff and Clinical Director to inform of any specific issues or concerns which may have occurred during the shift.

### **Security Responsibilities:**

- Responsible for safety and security of men's residential dorms.
- Monitors cameras and secures facility for safety and proper functioning of environmental systems.
- Performs rounds multiple times per shift and routinely checks all doors, cameras, and temperatures on cooling units.

### **Facility Responsibilities:**

- Perform general janitorial duties such as sweeping, mopping, and vacuuming floors.
- Clean and sanitize restrooms and replenish supplies.
- Empty trash cans and dispose of waste properly.
- Clean and maintain common areas, including hallways and lobbies.
- Assist with facilities maintenance tasks as assigned.
- Follow all safety protocols and maintain a clean and organized work environment.

### **Knowledge, Skills, and Abilities:**

- Demonstrates effective problem-solving skills.
- Knowledge of and commitment to the program, policies, and procedures of the Mission.
- Honors and protects issues of confidentiality with sensitivity and grace.
- Maintains a respectful and considerate relationship with clients and staff regardless of race, gender, age, appearance, or circumstances.

- Willingness to receive instruction, guidance and ongoing training in addictions treatment, counseling and listening skills, and community social service providers.
- Demonstrated knowledge and skills working with colleagues who thrive in a multi-cultural setting.
- Demonstrated ability and emotional intelligence to work in unpredictable, crisis response, and team-oriented setting.
- Ability to work independently, showing initiative, as well as collaboratively, with commitment to spirit of teamwork and greater good of the Mission community.
- Strong verbal and written communication skills.
- Self-directed/motivated and ability to work independently.
- Knowledge of addiction.

### **Technical Skills:**

- Microsoft Outlook Email and Calendar
- Microsoft Word
- 3rd party applications for time records, training, and electronic health record documentation.

### **Requirements:**

- Must complete background check and be cleared to work in human service programs.
- If in recovery, must be 2 years or more.
- CMT certification preferred or must be willing to be certified.
- Maintain strict and confidential guidelines regarding current and former clients, their families, and referents in accordance with federal and state laws.
- High school diploma or equivalent (required)
- Valid driver's license (required)

### **Physical Requirements:**

- Frequent movement/motion of both upper and lower extremities, including, but not limited to reaching, lifting, pushing, pulling, standing, walking, climbing, bending, kneeling or crouching, medium lifting to 60 lbs.

### **Desired but Not Required**

- Bilingual: Spanish/English

**Physical Requirements:** Standing, sitting, bending, lifting and carrying up to 40 pounds. Primarily indoors/office environment with some outdoor events.

**Non-discrimination Statement:** Westminster Rescue Mission (WRM) will not discriminate against any employee or applicant for employment because of age, disability, race, color, religion, sex, or national origin. WRM will take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, religion, sex, or national origin.