



# Tla-o-qui-aht First Nation

1119 Pacific Rim Highway Tofino, BC V0R 2Z0

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## Security/Attendant – Saasin House

|                   |                               |                |               |
|-------------------|-------------------------------|----------------|---------------|
| Job Title:        | Security/Attendant            | Job Category:  | 6 month term  |
| Department/Group: | Health and Community Services | Department #:  | 600           |
| Location:         | Saasin House                  | Rate of pay:   | \$23 per hour |
| Reports To:       | Program Manager               | Position Type: | Hourly        |

### Position Summary:

Security/Attendant Provide night and weekend security and concierge services at Saasin House. Monitor client well-being, conduct regular foot patrols, manage access control, participate in client activities. Respond to incidents, perform basic first aid as needed, complete incident reports, and coordinate with emergency responders. Security certification preferred; willingness to complete required training is essential.

### Culture Commitment

The Security/Attendant upholds the culture of the Tla-o-qui-aht First Nations by providing support services to the Nation's members. This position strives to create a healthy and supportive community that values and recognizes *huu-piits-tulth* (helping one another).

Hours: Night shifts and weekends (rotating schedule)

### Key Responsibilities:

- Monitor clients respectfully and engage in regular, supportive conversations.
- Conduct scheduled foot patrols/rounds of the property throughout each shift to identify safety risks.
- Manage access control: welcome visitors, check bags or rooms as required, and log entries/exits.
- Participate in client activities and be present and visible during assigned rotations.
- Respond to incidents, de-escalate situations, provide basic first aid when necessary, and coordinate with emergency/health teams.
- Perform basic computer tasks: log incidents, maintain shift notes, and update access logs.
- Write clear incident reports and communicate security concerns to supervisors.
- Answer client questions in person and by phone with professionalism and confidentiality.
- Follow Saasin House policies, client privacy requirements, and workplace safety procedures.
- Attend required training (basic security, de-escalation, trauma-informed care, first aid as available).

### Qualifications Required:

- Authorized to work in Canada.
- Valid BC Security Worker License.

- Exceptional customer service and interpersonal skills; ability to engage respectfully with clients in recovery/housing settings.
- Comfortable conducting foot patrols and remaining alert during night shifts.
- Basic computer and phone skills (logging, email, simple data entry).
- Ability to write clear, factual incident reports.
- Willingness to complete organization-provided security, de-escalation, and trauma-informed training.

**Assets:**

- First Aid/CPR certification.
- Previous experience in homeless shelters, supportive housing, or harm-reduction settings.
- Security certification beyond the BC license.
- Experience working with Indigenous communities and culturally safe practices.

**Working Conditions & Requirements:**

- Night and weekend work; shift flexibility required.
- Regular walking/patrolling and standing; ability to respond quickly to incidents.
- Must respect client confidentiality and trauma-informed approaches.
- Criminal record check including Vulnerable Sector screening required prior to hire.

Saasin House is an equal-opportunity employer committed to cultural safety and invites applications from qualified candidates, including Indigenous applicants.

**Applications will be accepted until December 5, 2025 @ 4:30pm**

Submit your resume and cover letter demonstrating how you meet these qualifications to:

Email: [jobs@tla-o-qui-aht.org](mailto:jobs@tla-o-qui-aht.org)

or drop at the office in a sealed envelope at #1119-A Pacific Rim Highway, Tofino.