TITLE: Weekend Part-time $20.00 per hour  
Safety and Security Officer  
2 Positions Saturday and Sunday  
7:00 am to 7:00 pm and 7:00 am to 7:00pm

REPORTS TO Shelter Coordinator

JOB DESCRIPTION:  
The Safety and Security Officer is responsible for maintain the safety and security of all residents and staff in the 78-bed trauma informed Domestic Violence Shelter.

YWCA is seeking a Safety/Security Officer for its Domestic violence shelter. The YWCA -GM operates the only emergency domestic violence shelter in the city.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

SUMMARY: The Safety and Security Officer is responsible for maintaining the safety and security of all residents and staff in a 78-bed shelter. This position reports to the Shelter Coordinator.

DUTIES AND RESPONSIBILITIES:

- Provide support in all aspects of building security operations including; maintain access control and traffic inside and out of the facility to maintain order and security of people and property, detect and/or prevent fires, vandalism, theft; maintain assigned posts throughout the facility until relieved of post, protect employees, visitors and clients; and, provide directions to visitors upon arrival.
- Conduct random inspections throughout the facility (interior and exterior) for surveillance of hazardous situations, trespassers, and any outside illegal activities,
- Complete and maintain assigned paper work, i.e., entry logs, incident reports, and all other reports
- Participate in team meetings
- Assist the Shelter Coordinator in preparing/executing fire drills and other related emergency drills
- Assisted with transporting clients, goods, and services as needed.
- Other job-related duties as assigned

EXPERIENCE, EDUCATION AND SPECIAL REQUIREMENTS:

- State of Tenness Security Guard license preferred. required
- GED/High School diploma required, Associates degree preferred and at least three years of related security experience.
- Must demonstrate skills in conflict resolution, crisis management, knowledge of video surveillance and fire alarm systems.
- Able to lift 40lbs.
• Climb stairs
• Walk for extended lengths of time

Job Type: Full-time

Experience:

• working with vulnerable populations: 1 year (Preferred)
• Security: 2 year (Preferred)

Please send resumes to;
YWCA Greater Memphis
Attention: Marquiepta Odom
766 South Highland Street
Memphis, TN 38111
Modom@memphisywca.org
No phone calls
Applications accepted until Friday, December 3, 2021