



# Horizon House

**JOB OPENING-POSTED 12-7-2018**  
 To apply, log on to our website at [www.horizonhouse.org](http://www.horizonhouse.org) and click on the Careers tab. For current employees, log on to your PayNW Account and click on "Our Company" then "Search for Jobs".  
**Starting rate of pay: \$15.01/hour and up, DOE**

## Requisition #70-2018

### JOB DESCRIPTION

<b>Title:</b>	Security Officer	<b>Department:</b>	Security
<b>Supervisor:</b>	Lead Security Officer	<b>Effective Date:</b>	7/1/2000; Rev 8/13/2014
<b>Status:</b>	Part Time (32 hours per week)	<b>Grade 13</b>	Non-exempt

Shifts are 11PM to 7AM; variable days

#### Summary:

The person in this position will perform routine security and receptionist duties.

#### Essential Job Duties:

1. Answer phones, screen calls, take messages and transfer incoming calls to the appropriate department or resident.
2. Greet, sign-in visitors and guests, and assist residents, vendors and visitors coming into the building, consistent with Horizon House procedures.
3. Give directions and respond to questions as needed.
4. Respond to emergency situations according to established procedures (Fire Control Panel/Emergency Off Hook).
5. Deliver distributions (important notices, bulletins) to apartments.
6. Prepare a daily security report (hourly log) and report security concerns or activity.
7. Patrol entire building and inspect and set door tabs according to facility policy. Report suspicious persons or activity to police.

#### Secondary Job Duties:

1. Assist residents with packages and deliveries as needed.
2. Inspect every fire extinguisher in the building according to facility policy.
3. Report maintenance or janitorial problems to janitorial supervisor on duty.
4. Drive residents to and from events as requested by the Resident Services Office.
5. Escort employees or guests to their cars, and residents to their apartments, when appropriate or necessary.
6. Perform other duties as assigned by the Lead Security Officer.
7. Test fire doors monthly to ensure that they latch properly in the event of a fire.
8. Participate on organizational Quality Improvement Committees as requested.

#### Job Requirements:

The position requires the willingness and patience to communicate with and respond to the needs of seniors. The position requires neat handwriting and a clear speaking voice. Also required is the ability to respond appropriately to emergency situations and implement the policies and procedures of Horizon House. Communication skills and a high degree of accuracy are essential. Required also is English language proficiency in speaking, writing and listening. The position requires that a uniform be worn.

#### Experience/Knowledge/Education/Specialized Training Required:

Typing (30 wpm), high school diploma GED or equivalent. Previous security training and experience preferred. Must have a valid Washington State driver's license.

#### Material/Equipment Directly Used:

Multi-line phone, voice mail, FAX, copier, computer, two-way radio, electronic door security system, VCR equipment.

#### Physical and Environmental Requirements:

1. Ability to see from behind the Front Desk to the entry door and identify residents and visitors who are requesting access to the building after hours.
2. Ability to sit for up to four (4) hours at one time with only brief periods for standing and stretching.
3. Ability to lift up to 25 lbs. from the floor to a shelf in a confined area.

4. Ability to balance (necessary to maintain physical equilibrium to prevent falling of self, others or of objects being carried).
5. Ability to accurately report sensory perceptions of sound, sight and smell.
6. Ability to respond quickly to emergency situations anywhere in the building, running and using stairs if necessary.
7. Ability to work in and indoor office environment and for periods of approximately one (1) hour outside the building in all seasons of the year.
8. The person in this position is not at risk for exposure to blood-borne pathogens.