

# BAD RIVER BAND OF LAKE SUPERIOR TRIBE OF CHIPPEWA INDIANS

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CHIEF BLACKBIRD CENTER

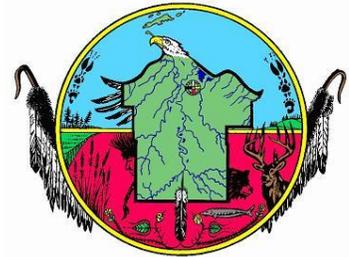
P.O. BOX 39

ODANAH, WI 54861

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**Job Title:** Security Officer  
**Department:** Health & Wellness Center  
**Hourly Rate:** \$24  
**Full Time:** 40hrs/week  
**Exempt:** No/Hourly  
**Supervisor:** HWC Facilities Manager/Engineer  
**Posting Date:** Public  
**Opens:** January 16, 2025  
**Closes:** January 31, 2025 at 4:30 PM

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**Summary:** The Security Officer is responsible for maintaining a safe and secure environment for all patients, staff, visitors, and property within the Health and Wellness Center. This role involves monitoring the facility, enforcing safety policies, responding to emergencies, and maintaining order to prevent incidents. The Security Officer will ensure the facility is compliant with all health, safety, and security regulations while respecting the cultural and community values of the tribe.

**Essential Duties and Responsibilities** including the following. Other duties may be assigned.

**Patrol and Surveillance:**

- Conduct routine foot and vehicle patrols of the health and wellness center's premises, both inside and outside.
- Monitor security cameras, alarm systems, and access points to detect and respond to security threats.
- Ensure that doors, windows, and gates are properly secured after business hours.

**Incident Prevention and Response:**

- Identify potential security hazards and take proactive measures to minimize risk.
- Respond to emergencies, including medical incidents, fire alarms, and security breaches, providing immediate assistance when needed.
- Escort visitors or staff to ensure their safety in potentially unsafe areas.

**Enforcement of Policies:**

- Enforce center policies regarding safety, access control, and visitor management.
- Monitor compliance with health center regulations and ensure that patients, staff, and visitors follow the appropriate codes of conduct.
- Assist in the resolution of conflicts or disputes in a calm and professional manner.

**Documentation and Reporting:**

- Maintain accurate logs of daily activities, incidents, safety checks, and any unusual occurrences.
- Complete incident reports in a timely and thorough manner.
- Report security concerns or breaches to the Security Supervisor and facility management.

**Collaboration and Communication:**

- Work closely with health center staff, management, and other departments to ensure a safe environment for patients and staff.
- Serve as a visible presence within the facility, offering assistance and guidance when needed.
- Communicate effectively with patients, visitors, and the public while maintaining respect for cultural traditions and sensitivity.

**Emergency Preparedness:**

- Assist in training and educating staff on security and emergency procedures.
- Participate in emergency drills and simulations as required.
- Be prepared to act quickly and decisively in case of fire, natural disasters, or medical emergencies.

**Qualification Requirements:**

- High school diploma or equivalent required; post-secondary education or relevant certifications in security or law enforcement is a plus.
- CPR, First Aid, and AED certification, or ability to obtain certification within a specified time after hire.
- Familiarity with security systems, including video surveillance, access control, and alarm systems or ability to learn within a specified time after hire.
- Knowledge of local and state laws, as well as tribal regulations, is preferred.
- Excellent verbal and written communication skills.
- Ability to handle sensitive and confidential information with discretion.
- Ability to remain calm and composed in emergency situations.

**Physical Requirements:**

- Ability to stand, walk, and patrol the premises for extended periods of time.
- Ability to respond quickly to emergencies and move swiftly across various terrain.
- Occasional lifting of objects up to 50 pounds.

**Educational and/or Experience:****Required:**

- Knowledge of and enforcement of Exposure Control Plan, Bloodborne Pathogen Policies is required.
- Must maintain strict confidentiality in accordance with Privacy Act and HIPAA.
- Experience working in a healthcare or wellness setting.
- Familiarity with Native American culture and the ability to work with diverse populations.
- Bilingual abilities are a plus.

**Other Skills and Abilities:****Required:**

- The ability to establish and maintain a good attendance record is required.
- A willingness to work in an environment which may cause exposure to health hazards of the Health Industry is required.
- Must be able to work nights and weekends with flexible hours.
- Must possess excellent interpersonal skills with ability to relate well to co-workers and the public.
- Must possess good organizational skills.
- Ability to work independently.
- Strong leadership and communication abilities

**Background Check:**

This position is contingent on ability to pass background check required, this position requires for eligibility a Caregiver Background Check regarding working with children and/or elderly.

**Language Skills:**

Excellent oral and written communications skills are required.

**Reasoning Ability:**

Ability to follow directions and willingness to work as a team member.

**Physical Demands:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions. Ability to work in various environments (indoors, outdoors, heights, confined spaces). Flexibility to work extended hours or weekends in emergencies

Standing, walking, bending, and stooping on a regular basis are required. Must be able to lift and/or carry up to 50lbs for short distance.

**Cultural Sensitivity:**

This position requires awareness and deep appreciation of tribal traditions, customs, and socioeconomic needs. It requires the ability at all times to meet and deal effectively in contact with Native American people and organizations. This requires tact, courtesy, confidentiality, discretion, and sound judgment in handling sensitive issues.

**Working Environment:** The working environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate to loud. A willingness to work in an environment which may cause exposure to health hazards of the Health Industry is required.

**Drug-Free Workplace Act in accordance with the Drug Free Workplace Act of 1988, P.L. 100-690 and the Bad River Tribe's Employee Policy & Procedure Handbook. Indian Preference will be given in accordance with P.L. 93-638 and the Tribe's Preference Policy.**

**Send Application and Resume To:**

**Bad River Tribe**

**Attn: Personnel**

**P.O. Box 39**

**Odanah, WI 54861**

**[www.badriver-nsn.gov](http://www.badriver-nsn.gov)**