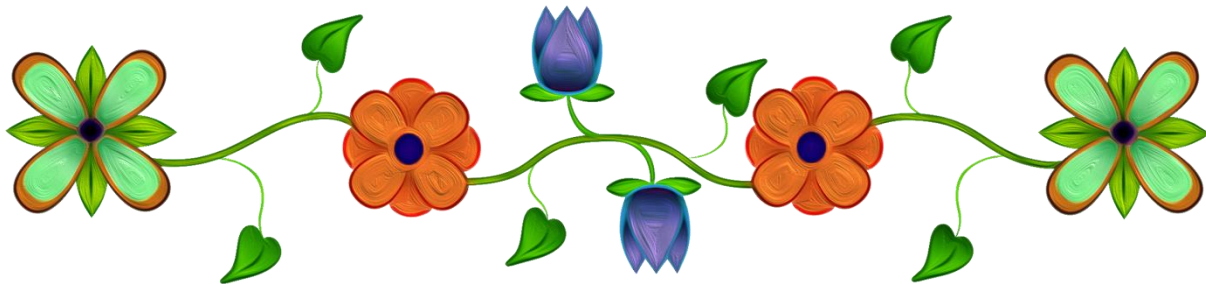


BAD RIVER BAND OF LAKE SUPERIOR TRIBE OF CHIPPEWA INDIANS



Bad River Health & Wellness Center

Open Monday-Friday 8am-4pm (Hours Vary by Dept.)

(715) 682-7133

53585 Nokomis Road

Ashland, WI 54806

Job Title: Head Security Officer
Department: Health and Wellness Center
Hourly Rate: \$25.00 /hr
Exempt: Yes/ Salary
Supervisor: Facilities Director
Posting Date: Public
Opens: July 16th, 2026
Closes: July 30th, 2026 @ 4:30pm

Job Summary: The Head of Security is responsible for the overall planning, development, and execution of the facility's security program. This includes overseeing physical security, access control, incident response, and emergency preparedness to ensure a safe environment for staff, visitors, and property. The Head of Security leads the security team, develops protocols, collaborates with local law enforcement and emergency services, and ensures compliance with all applicable safety and security regulations.

Essential Duties and Responsibilities include the following.

- Develop and implement comprehensive security policies, procedures, and protocols.
- Create, maintain, and inspect facility key schedule, assignment, and return procedures.
- Lead, schedule, and supervise all security personnel.
- Conduct regular risk assessments and security audits of the facility, grounds, and operations.
- Monitor security systems, including surveillance cameras, access control systems, and alarms.
- Ensure the proper functioning and maintenance of all security-related equipment.
- Coordinate emergency response efforts, including fire drills, lockdowns, and evacuations.

- Manage visitor and contractor access, including credentialing and identification procedures.
- Maintain relationships with local law enforcement, emergency services, and public safety agencies.
- Investigate and document all security incidents, preparing reports for leadership and law enforcement as needed.
- Provide security training and awareness programs for staff.
- Participate in facility planning efforts regarding safety and security infrastructure.
- Respond to after-hours emergencies or incidents as necessary.
- 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.
- Identify potential security hazards and take proactive measures to minimize risk.
- Assist in the resolution of conflicts or disputes in a calm and professional manner.
- Maintain accurate logs of daily activities, incidents, safety checks, and any unusual occurrences.
- 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.
- Other Duties as assigned.

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 contacts with Native American people and organizations. This requires tact, courtesy, confidentiality, discretion, and sound judgment in handling sensitive issues.

Qualification Requirements: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skills, and/or ability required.

Required Education and/or Experience

- Must have 2 years writing policies and procedures
- Must have 1 year in emergency management or similar
- High school diploma or equivalent
- Post-secondary education or relevant certifications in security, law enforcement, management or similar.
- Minimum 5 years of experience in security, law enforcement, or military service, with at least 2 years in a leadership role.

- 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.
- Ability to handle sensitive and confidential information with discretion.
- Ability to remain calm and composed in emergency situations.

Preferred Education and/or Experience

- Knowledge of and enforcement of Exposure Control Plan, Bloodborne Pathogen Policies is required or the ability to obtain certification within a specified time after hire.
- 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.

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 and with a team.
- Strong leadership and communication abilities
- May involve working irregular hours, including nights, weekends, and holidays.
- Ability to respond quickly to emergencies and move swiftly across various terrain.

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:

- Maintain strict compliance with Privacy Act requirements and Confidentiality Policy.

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. Ability to follow directions and willingness to work as a team member. Excellent oral and written communications skills are required. This role requires both office work and active presence across the facility.

Work 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.

Additional Requirements Successful completion of a background check. Compliance with tribal policies, codes of conduct and employee health standards including immunization requirements.

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

Send Application and Resume To:

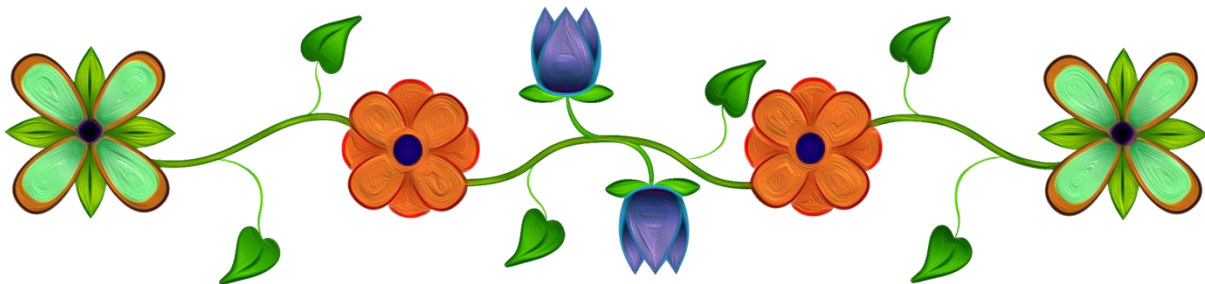
Bad River Tribe

Attn: Human Resources

P.O. Box 39

Odanah, WI 54861

<http://www.badriver-nsn.gov/>



Application material may also be emailed to:

a.connors@badriverhwc.com

darcie.powless@badriverhwc.com