



GENESEE/ORLEANS COUNCIL ON ALCOHOLISM AND SUBSTANCE ABUSE, INC.

JOB VACANCY

SECURITY GUARD

REPORTING RELATIONSHIP: Under direct supervision of the Program Coordinator/Director of Methadone Program.

SUMMARY OF DUTIES: Part time/20 hours per week. Individual will perform security patrols of designated areas on foot or in vehicle. Watch for irregular or unusual conditions that may create security concerns or safety hazards and sound alarms or call police or fire department in case of the presence of unauthorized persons or fire. Warn violators of rule infractions, such as loitering, smoking or carrying forbidden articles, etc. Monitor entrances and exits, observe authorized persons entering and departing the property to protect against theft. Investigate and prepare reports on accidents, incidents, and suspicious activities. Provide assistance to customers, employees and visitors in a courteous and professional manner.

QUALIFICATIONS: Applicants must possess a high school diploma or equivalent and be at least 18 years old or the minimum age required by the State. Must be able to pass any State-required training or other qualifications for licensing. Minimum 3 years work experience in similar setting or equivalent experience in security or law enforcement. Ability to operate radio or telephone equipment and/or console monitors, etc. Ability to interact cordially and communicate with the public. Effective oral and written communication skills, active listening skills. Ability to assess and evaluate situations effectively. Ability to identify critical issues quickly and accurately, attention to detail.

OTHER: Pre employment background/post offer drug screening required. Must be able to pass an extensive criminal background check, to include Motor Vehicle check. Must be able to provide, upon job offer, a DD214 discharge document with discharge status indicated, if prior military history. Must be addiction free, including tobacco.

Clinic Hours of Operation: 6 a.m. to 2:00 p.m. NYS driver's license and method of reliable transportation required. Pass a DMV/State licensing test if driving a company-owned vehicle. This is an hourly nonexempt position. EOE

LOCATION: 430 East Main Street, Batavia, NY 14020

FOR MORE INFORMATION OR TO APPLY:

Apply online with a cover letter and resume to:

GCASA, Attn: Human Resources

430 East Main Street

Batavia, NY 14020

Phone: 585-815-1801

Email: kcorcoran@gcasa.org

POSTED:

6/1/2018

Genesee/Orleans Council on Alcoholism and Substance Abuse does not discriminate on the basis of race, creed, color, national origin, sexual orientation, age, disability, or marital status as decreed by Law, and is in compliance with Title IX of the Education Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973.