

**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:** Per diem to part time/20 hours per week. Individual will perform security patrols of designated areas on foot. 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 have a New York State Security license. Minimum 1 year of 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. COVID-19 vaccination is a condition of employment.

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](mailto:kcorcoran@gcasa.org)

**POSTED:**

11/26/21