



POSITION TITLE: Overnight Security

Under the direction of the Shelter Manager or designate, the **Overnight Security** position for the Montana Rescue Mission (MRM) will be responsible for the following duties and activities.

NATURE AND SCOPE:

- Represent the core values of the Montana Rescue Mission stated in the Mission Statement, Vision and Values
- Respond to inquiries in a professional manner
- Check in new guests according to MRM guest policies and procedures
- Process incoming phone calls on multi-line phone system
- Maintain a clean, organized, pleasant work space to facilitate workflow and efficiency
- Type, file, copy, use computer, create and file shift logs and reports
- Must complete special training in Spero Database and be able to review new guest check in and room / bed assignments in the database. Must attend all Spero training and meetings.
- Maintain various logs, schedules and forms as required by Mission management to monitor guest population (Spero)
- Perform routine room/bed inspections
- Protects property against fire, theft, vandalism, and illegal entry by observing and responding appropriately to such threats. Patrols the buildings periodically and grounds of the shelter where assigned.
- Examines doors, windows, and gates to determine that they are secure.
- Warns violators of rule infractions, such as loitering, smoking, or carrying forbidden articles, and apprehends or expels miscreants.
- Inspects vehicles to ascertain if tampering has occurred.
- Checks parking lots during rounds to insure car camping is not present or vandals in parking lots damaging Mission vehicles or other property.
- Watches for and reports irregularities, such as fire hazards, leaking water pipes, and security doors left unlocked.
- Sounds alarm or calls police or fire department by telephone in case of fire or presence of unauthorized persons
- Permit authorized persons to enter facility where assigned. Late check ins and Code Blue check in by specific procedure defined in special training
- Follow necessary safety and security measures
- Inventory and maintain office and cleaning supplies
- Other duties as may be required

MINIMUM REQUIREMENTS:

- High school diploma or GED
- Experience that is directly related to the duties and responsibilities specified above
- Nonprofit experience a plus.

PERFORMANCE CRITERIA:

Performance will be measured by the ability to complete projects and assignments in a timely, high quality and effective manner so that the objectives of the Montana Rescue Mission will be supported.

1) Competencies

- Handle multiple task responsibilities and interruptions; perform several duties at the same time
- Ability to organize, prioritize and complete projects in a timely manner
- Ability to respond to inquiries in a professional manner
- Able to maintain confidentiality as may be required
- Good communications skills, written and oral
- Ability to perform normal arithmetic functions
- Basic computer skills in Microsoft Office, Internet and database management

2) Relational Skills

- Ability to relate to, and consult effectively with guests, volunteers, co-workers and supervisors
- Ability to work as a member of a team
- A commitment to serving others

3) Personal Qualities

- An awareness of personal gifts, strengths, capabilities and limitations
- Emotional stability and good physical health. Able to sit, stand, bend and climb stairs frequently. Able to lift up to 40 lbs. on an occasional basis
- Maintain friendly, positive attitude
- Dress appropriately for an office environment (business casual)

4) Christian Commitment

- A deep personal commitment to Jesus Christ that is demonstrated by a lifestyle of obedience to God's Word
- Evidence of the integration of this faith worked out on a daily basis
- Willingness to accept Montana Rescue Mission's statement of faith, policies and procedures and to embrace its mission
- A commitment to Biblical peacemaking

By signing below I acknowledge that I have read and understand the requirements and performance criteria for this position.

Overnight Security

Date