

# THE PENTICTON AND DISTRICT SOCIETY FOR COMMUNITY LIVING

## JOB DESCRIPTION

PDSCL Job Title: Neighbourhood Watch Team Member

Job Family: Front Line Worker

Job Classification: Transition House Worker

Grid Level: 10

Wage Rate: As per Current Collective Agreement

Reports To: Compass Manager

### **JOB SUMMARY**

Maintains safe and secure environment for residents and employees by patrolling and monitoring premises and personnel.

### **KEY DUTIES AND RESPONSIBILITIES**

1. Patrolling the building perimeter and premises
2. Monitoring cameras
3. Keep daily logs of activities and issues addressed
4. Answering phones and responding to other inquires at front desk
5. Alert coworkers of emergency situations
6. Addressing and infractions of building rules
7. Maintaining respectful, professional communication with residents and non residents
8. Redirect anyone using substances outside of designated areas to appropriate locations
9. Listen to concerns from neighbours and local business owners if approached, problem solve and communicate any concerns to management
10. Radio in to support staff if there is someone outside looking for a bed.
11. Respond to radioed 911 calls from support staff by entering building, see if emergency services need to be called, keep an eye out for theft or suspicious activity while staff are engaged in overdose response.
12. Respond to calls for support/back up.
13. Conduct bathroom and dorm room checks
14. Walk around neighbourhood and move people on who may be loitering, congregating, conducting drug transactions, camping, etc.
15. Safely pick up sharps or paraphernalia found during walkabouts.
16. Performs other related duties as required

### **EDUCATION**

High school diploma and valid BC Security License

### **TRAINING & EXPERIENCE**

One (1) year recent related experience.

Or an equivalent combination of education, training and experience.

## OTHER JOB REQUIREMENTS

- Ability to work cooperatively and effectively with or without supervision
- Skill in behavior management and task analysis.
- Good written and verbal communication, data collection, observation and reporting skills.
- Surveillance Skills
- Honesty
- Ability to work in team/group settings
- Ability to conduct duties alone
- Alertness
- Positive stress tolerance
- Valid CPR/First Aid Certificate
- Satisfactory Criminal Records search.

I read and understand the above job requirements and responsibilities and agree to carry them out in my role as a Neighbourhood Watch Team Member.

NAME: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_