



**Spirit Lake Tribe**  
**P.O. Box 359**  
**Fort Totten, North Dakota 58335**  
**slthr@spiritlakenation.com**

**Job Title:**

**Security Guard**  
**Spirit Lake Health Center**

**Open Date:**

**September 11, 2018**

**Objective: This position is under the direct supervision of the Sergeant at Arms for assigned shift of the security department and is responsible for the protection, safe guarding and security and overall protection of personnel, tribal members , clients and visitors**

#### **Major Duties & Responsibilities**

- Performs security patrols and monitors surveillance equipment.
- Enforces employee badge procedures
- Protects property from theft, embezzlement, fire and accidents
- Investigates and writes reports on accidents, incidents, suspicious activities, safety and fire hazards, and other security related situations.
- Completes reports by recording observations, information, occurrences, and surveillance activities; interviewing witnesses; obtaining signatures
- Provides any assistance needed to community members, clients, employees and visitors following the department procedures.
- May perform duties of a Sergeant at Arms as well as other related duties as assigned by the Sergeant at Arms or Administration.
- Works with Law Enforcement, Human Resource and Tribal Programs.
- Provides technical safety awareness through internal company memorandums, newsletters and specific programs.
- Assists as necessary in implementation of a hazard communication and preparation of reports.
- Understands federal and state occupational safety and health regulatory changes as they occur.
- Monitors workers compensation, injury/illness reports and follows up as necessary.
- Maintains organizations stability and reputation by complying with legal requirements.
- Ensures operation of equipment by completing preventive maintenance requirements
- Contributes to team effort by accomplishing related results as needed.

#### **Qualifications, Experience and education required:**

- North Dakota Driver's License - Required
- Security/law enforcement experience will be considered.
- Job requires lifting, Surveillance Skills, Deals with uncertainty, Judgement, Objectivity, Dependability, Emotional Control, Integrity, Safety Management, Professionalism, Reporting Skills



- Good working knowledge of security operations, safety practices in a business environment and enforcement procedures.

<b>Job Role:</b>	Security	<b>Company Industry:</b>	Spirit Lake Tribe
	This is a Covered Position	<b>Closing Date:</b>	<b>September 25, 2018</b>
<b>Employment Status:</b>	Full- time	<b>Supervision</b>	Under the Direct Supervision of Sergeant at Arms
<b>Monthly Salary Range:</b>	\$16.00 per hour	<b>Manages Others:</b>	No
<b>Number of Vacancies:</b>	1		
<b>Please Send Application to:</b>			
<b>Name:</b>	Spirit Lake Human Resource Department	<b>Email:</b>	slthr@spiritlakenation.com
<b>Address:</b>	P.O. Box 97	<b>State</b>	North Dakota
<b>City:</b>	Fort Totten, North Dakota	<b>Zip/Postal Code:</b>	58335
<b>Phone:</b>	701-766-1203 or 701-766-1215	<b>Fax:</b>	701-766-1272
<b>Application Procedure</b>	Complete application/Completed resume/Application materials must clearly explain how experience and education are related to minimum qualifications and job duties. Copy of Credentials /License/Copy of college transcripts/copy of valid driver's license/Names, addresses, phone numbers and permission to contact three references/If seeking Indian Preference a copy of Tribal Enrollment must be attached/ If seeking Veteran's preference must include Form DD214/ <b>Authorization signature will be required for background check and drug testing.</b>		