



Job Title:

Shelter Security

Department:

Veterans Shelter Program

Prepared By:

Human Resources

Approved by:

Andre Simpson-Executive V.P. /C.O.O

Job Summary

To create a safe and secure shelter environment for shelter residents, staff, and visitors by ensuring compliance of shelter rules by all onsite individuals. Screen shelter residents prior to allowing them onsite, in an effort to prevent contraband from being brought onto the premises. Generate incident reports as appropriate for all incidents. Provide support and guidance for the serving of onsite meals and shower operations.

Qualifications:

- ❖ Must have a HS Diploma or equivalent.
- ❖ Must be able to fluently read, write, and communicate in English.
- ❖ Must be able to work within a diverse population.
- ❖ Ability to stand or walk up to 8 hours per shift.
- ❖ Must be able to lift 15lbs or more.
- ❖ Must be able to pass background check and drug screen.
- ❖ Must have reliable transportation.
- ❖ Must be able to comfortably, both mentally and physically, perform all aspects of job description and other duties as assigned by supervisor.

Responsibilities and Major Duties:

- ❖ Patrol premises to prevent and detect signs of intrusion and ensure security of shelter's doors and gates.
- ❖ Monitor and authorize the entrance and departure of shelter residents, visitors, and employees to guard against theft and to maintain a safe environment.
- ❖ Contact proper authorities in cases of emergencies, such as fire and/or presence of unauthorized persons on shelter premises.
- ❖ Coordinate and monitor daily shower process and clean-up.
- ❖ Coordinate and monitor the serving and clean-up of on-site meals.
- ❖ Inform residents of violations of shelter rules or policies, and document on client's file.
- ❖ Compile incident reports when an incident involves, staff, residents or visitors occur as appropriate.
- ❖ Conduct search of resident property/ belongings prior to granting access to site.
- ❖ Other duties as assigned by supervisor.

Veterans Village of San Diego has the following benefits: 12 paid holidays a year, paid time off between Christmas and New Year's Day, paid vacation and paid sick leave, pension, health



insurance, dental and vision plans.

Application Procedure: submit cover letter and resume to: cesar.padilla@vvsd.net, please put in subject line: Shelter Security or you may Fax resume and cover letter to (619) 497-0263 Attn: Cesar Padilla

If you were a client of VVSD, you must have been out of all programs for a minimum of 2 years.

VVSD is an EEOC employer.