



## Good Shepherd Center

218 Iron SW  
Albuquerque, NM 87102  
Phone 505-243-2527  
Fax 505-247-2207

**Position: Night Security Attendant      Applications Accepted: May 30–Jun 19**

The Good Shepherd Center, a Saint John of God ministry in a mission of service to the poor and homeless people of the Albuquerque metropolitan area, is seeking a Night Security Attendant on a part-time basis to provide a safe environment and protection of the Center facility.

### Duties and Responsibilities:

- Check all entrances, exits, and windows for security purposes at the beginning of shifts and at each security check time.
- Make hourly rounds of the entire facility and surrounding grounds.
- Secure main entrance and gates after the first evening inspection and re-open during the last inspection of the shift.
- Notify appropriate staff of client issues, such as client not being accounted for, being ill or in distress, or demonstrating unacceptable behavior.
- Notify appropriate staff if police are needed to handle a situation, or if police wish to enter the premises.
- Monitor front lobby, answer phone calls, and take messages.
- Call 911 for medical emergencies - notify appropriate staff of the situation – direct emergency personnel to emergency location.
- Complete incident reports.
- Awaken clients, when instructed, to accomplish particular activities.

### Qualification Requirements:

- Ability to support the mission and values of the Good Shepherd Center
- High school diploma or equivalent
- Knowledge of fundamental principles and practices of security, sufficient to ensure that the Security Plan for the Center is executed effectively
- Demonstrated skill in application of first aid procedures, to include CPR
- Successful completion of Nonviolent Crisis Intervention training is desirable
- Demonstrated written and verbal skills
- Demonstrated effective interpersonal skills
- Ability to work independently within a team environment

### Work Schedule:

Saturday and Sunday 10:00 PM to 6:00 AM

### Application Procedure:

Announcement open from May 30, 2019 through June 19, 2019

Send resume to Brother Sean McIsaac at [brosean@gscnm.org](mailto:brosean@gscnm.org)

Please include references with resume.

The Good Shepherd Center will notify qualified candidates.