



## Lost-N-Found Youth Job Description

<b>Job title: Security Coordinator</b>	
<b>Work Location: Youth Center</b>	
<b>Division/Department: Programs</b>	
<b>Reports to: Director of Programs</b>	
<input checked="" type="checkbox"/> <b>Full-time</b> <input type="checkbox"/> <b>Part-time</b>	<input checked="" type="checkbox"/> <b>Exempt</b> <input type="checkbox"/> <b>Nonexempt</b>
<b>Essential Duties and Responsibilities:</b> <ul style="list-style-type: none"><li>• The LNFY Security Coordinator exists as a resource to ensure the safety of clients, volunteers and staff</li><li>• Communicates incidents, issues and other relevant information accurately and timely to appropriate staff through recording entries into computer system, log book and/or personally through meetings as appropriate</li><li>• Reviews log book and other communication systems daily to keep informed of issues</li><li>• Conducts internal rounds throughout the facility to monitor and ensure safety</li><li>• Assist Case Managers and Youth Workers with discharging clients</li><li>• Monitors facility and client population for improper conduct or unauthorized persons inside facility</li><li>• Familiar with management and staff schedules for referral sources and visitation purposes</li><li>• Escorts clients off of the premises when requested</li><li>• Supports and enforces behavioral guidelines in center</li><li>• Provide customer service to all visitors, volunteers and clients and assist them to authorized areas</li></ul>	
<b>Education and/or Work Experience Requirements:</b> <ul style="list-style-type: none"><li>• High school diploma</li><li>• 3 years of experience providing security/safety services in housing programs or youth program</li><li>• Knowledge of youth development and conflict resolution models</li><li>• Ability to remain calm and respond appropriately in tense situations</li><li>• Ability to manage and de-escalate conflict appropriately and safely</li><li>• Ability to enforce rules, maintain safety in a way that empowers and honors clients from diverse backgrounds</li><li>• Ability to honor homeless people and people of diverse racial, ethnic, sexual, and gender experiences</li></ul>	
<b>Physical Requirements:</b> <ul style="list-style-type: none"><li>• Ability to safely and successfully perform the essential job functions consistent with the ADA, FMLA and other federal, state and local standards, including meeting qualitative and/or quantitative productivity standards</li><li>• Ability to maintain regular, punctual attendance consistent with the ADA, FMLA and other federal, state and local standards</li><li>• Must be able to lift and carry up to 50 lbs</li><li>• Must be able to talk, listen and speak clearly on telephone</li></ul>	
<b><i>Lost n Found Youth provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, sexual orientation, gender, gender identity/expression national origin, age, disability or genetics. In addition to federal law requirements. Lost n Found Youth complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.</i></b>	
<b>Print Employee Name:</b>	
<b>Employee signature:</b>	<b>Date:</b>