



## One Kalakaua Senior Living Job Description

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Position: Security Status: Hourly  
Supervisor: Assistant Facility Operations Manager Department: Maintenance & Housekeeping

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### **A. PRIMARY PURPOSE**

The Security person is responsible for the overall safety and secureness of the One Kalakaua Building, including routine inspection of all floors, stairwells, parking structure, surveillance cameras and points of entry, assisting with emergencies and urgent janitorial/housekeeping needs of the building and residents.

### **B. GENERAL DUTIES**

1. **POLICIES AND PROCEDURES.** Understands and follows policies and procedures.
2. **WORK SAFETY.** Follows general safety practices, reports safety hazards and demonstrates safe behavior.
3. **HIPAA.** Maintains confidentiality of resident information.
4. **DOCUMENTATION.** Documents and records information with consistency, accuracy and proper utilization of terminology.
5. **REPORTING.** Reports resident needs, concerns, incidents, changes in condition, and/or abuse to the appropriate supervisor in a timely manner.

### **C. ESSENTIAL DUTIES**

1. **MEDICAL EMERGENCIES.** Acts as the back-up responder to medical emergencies, may need to perform CPR or render aid until healthcare staff arrives.
2. **BUILDING EMERGENCIES.** Responds to building emergencies; conducts initial assessment, determines/takes action required and reports findings to appropriate parties.
3. **FRONT DESK.** Assists with managing the front desk after hours.
4. **SECURITY ROUNDS.** Conducts security rounds ensuring areas are safe and secured.
5. **GROUNDS MAINTENANCE.** Assists with maintaining common areas, ensuring areas are kept neat, clean, sanitized, safe and secure.
6. **MEMBER OF COMMAND TEAM.** Acts as command or is back-up to the command person during an emergency situation; in charge of directing staff, handling communications and reporting the incident or, may act as the responder to the scene.

### **D. NON ESSENTIAL DUTIES**

Employee may be required to perform additional duties and/or secondary positions, as necessary, to meet standards of quality.

### **E. HOURS OF DUTY**

Night Shift including holidays and weekends; shifts may vary.

### **F. WORKING CONDITIONS**

1. Works in a clean, well-lit, environment with frequent interruptions.
2. May be exposed to verbal and physical challenges by residents.
3. May be exposed to unsanitary conditions, unpleasant odors, fumes, blood and bodily fluids. Protective equipment and clothing are provided.

### **G. QUALIFICATIONS AND REQUIRED SKILLS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. **EDUCATION AND EXPERIENCE.** Must possess, as a minimum, a high school diploma or GED. Approval by the Board of Private Detectives and Guards to carry a valid Guard License Card.

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2. **LANGUAGE SKILLS.** Communicates effectively, both orally and written, using proper speech and grammar.
3. **REASONING ABILITY.** Able to understand and follow written and oral instructions. Uses good judgment, takes initiative in identifying hazards, notices residents changes in condition or other situations and responds appropriately and timely.
4. **PHYSICAL DEMANDS.** Physical demands require being able to lift and carry up to 50 pounds on an occasional basis. Sitting 50% of the time. Must be able to move quickly, push, pull climb, bend, stoop, squat, twist, crawl, reach, balance and climb ladders up to 8 feet.

I have read and understand my Job Description. I further agree that the skills and duties listed in my Job Description is not intended, nor should it be construed, as an exhaustive list of my duties, required skills, efforts or working conditions associated with this job. I may be required to perform additional tasks, as necessary, to meet standards of quality.

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Employee Print Name

Signature

Date

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Administration Signature

Date

*Effective 3/1/19 - Employees who were hired before 3/1/2019 will be exempt from the minimum education requirement.*