



A voice and a hub for the Latino community
as we advocate on behalf of our people
and work to achieve social justice.

Job Description

Position Title: Security Officer
FLSA Status: FULL TIME, non-exempt
Department: Facilities
Reports to: Veronica Gallardo
Pay Range: \$22 - \$24

MISSION STATEMENT:

As an organization grounded in the Latino community of Washington State, it is the mission of El Centro de la Raza (The Center for People of All Races) to build the Beloved Community* through unifying all racial and economic sectors; to organize, empowering, and defend the basic human rights of our most vulnerable and marginalized populations; and to bring critical consciousness, justice, dignity, and equity to all the peoples of the world.

JOB SUMMARY:

El Centro de la Raza security officers are an essential role in the beloved community by carrying out the security and safety of El Centro de la Raza properties and premises including El Centro de la Raza Historic Building, Plaza Roberto Maestas and all outdoor areas on the El Centro de la Raza campus.

As a security officer, you must conduct patrols, investigate any incidents, and create incident reports as needed. El Centro de la Raza will provide all the necessary training. We are seeking people with excellent time-management skills, an ability to be active outdoors for long periods of time (regardless of the weather conditions), and a positive attitude. Excellent customer service is always your top priority. The successful candidate must be able to work flexible schedules as well as different shifts.

This job description is not designed to contain a comprehensive listing of all regular activities, duties, or responsibilities that may be required. Duties, responsibilities, and activities may change at any time with or without notice. Requires a 6-month evaluation period.

This is a workforce development position, and to be eligible for enrollment, an individual must be determined eligible based on one of the following criteria:

1. Temporarily or permanently laid off as a consequence of the COVID-19 pandemic disaster.
2. A long-term unemployed individual (13 weeks or longer);
3. A laid off worker

ESSENTIAL QUALIFICATIONS:

- Live in King County, laid-off worker, or not employed for at least 3 months
- High school diploma or equivalent.
- Valid US Driver's License, Driver's abstract or evidence of good driving history.
- Good Verbal and written communication.
- Basic computer skills
- Ability to be a critical thinker and work under pressure
- Criminal background check
- Calm, polite, and professional behavior

- Reliable and self-motivated
- High-level customer service
- provide rapid response in critical situations.

ESSENTIAL FUNCTIONS:

- Writing detailed reports.
- Interact with the public
- Work both independently and as a team member
- Physically engaged: Walking around El Centro campus and Plaza Roberto Maestas stairwells.
- Serve as a visible deterrent
- **Include:** Performs other related duties as assigned by the Facilities Manager.

PREFERRED BUT NOT ESSENTIAL QUALIFICATIONS:

- Bilingual Spanish/English preferred.

TRAINING WILL BE PROVIDED FOR:

- Conflict Resolution & De-escalation
- CPR Training
- Taser
- Pepper spray use

ESSENTIAL FUNCTIONS:

Security-Related Tasks:

- Secures premises and creates a safe environment for staff, participants, and visitors by patrolling property; monitoring surveillance equipment; inspecting buildings, equipment, and access points; permitting entry. Obtains help by sounding alarms. Prevents losses and damage by reporting irregularities and informing violators of policy and procedures.
- Contributes to providing a welcoming community environment for visitors and participants.
- Investigates suspicious activities and disturbances.
- Must be able to exemplify and exercise discretion and sound independent judgment to evaluate emergencies or disturbances.
- Prevent illegal or inappropriate actions by maintaining a high visibility presence.
- Regularly patrol property and perimeters of campus.
- Documenting observations and surveillance activities when necessary.
- Secure the building by checking for unlocked doors, windows, and unauthorized occupants.
- Respond to emergencies and communicates problems to authorities and/or supervisor and directors as necessary.
- Strong interpersonal and communication skills
- Strong de-escalation and conflict-resolution skills.
- High level of integrity in all situations.
- Ability to remain calm under pressure.
- Respond to emergency calls during on-call periods, including after work hours and on weekends when assigned.
- Coordinate that the building is inspected for illegal activities, property damage and unauthorized use of the building.
- Defuse/de-escalate disturbances and escort people from the property if necessary



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- Complete required shift reports and maintain the confidentiality of all loss prevention documents
- Perform other reasonable job duties as requested by Supervisors
- Wearing a body camera and recording every contact made during a shift with no exceptions
- Audits by the supervisor on physical location or reviewing body camera footage
- Attending and passing 100% our in-house training structure

SKILLS/TECHNICAL KNOWLEDGE:

- Familiar with the operation of Power Tools

WORKING CONDITIONS:

Work may be both inside or outside of the building and on the El Centro de la Raza campus. May have to work in inclement weather. On-call for additional hours. Ability to lift a minimum of 40 pounds with each arm, or a total of 80 pounds. Operates power/hand tools required in the area of assignment.

PHYSICAL REQUIREMENTS:

- Ability to sit, walk, stand, bend, squat, climb, kneel, and twist on an intermittent or continuous basis
- Ability to grasp, push, pull objects such as files, file cabinet drawers, and reach overhead
- Ability to operate telephone, desktop or laptop computer
- Essential: standing, walking, stooping/bending, finger dexterity, seeing, hearing, speaking; carrying up to 50 pounds; reaching above and below shoulder level; frequent gripping of an object.
- Continuous: carrying usual weight of 25 pounds.
- Occasional: sitting, kneeling, crawling, squatting, twisting body, reaching above and at shoulder level. Depending on area of assignment: lifting maximum weight of 50 pounds; pushing/pulling maximum weight of 50 pounds of force.
- Operates power/hand tools required in area of assignment.

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Equal Employment Opportunity and Accommodation Statement:

El Centro de la Raza provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

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.

Qualified individuals must be able to perform the essential duties of the position with or without accommodation. A qualified person with a disability may request a modification or adjustment to the job or work environment in order to meet the requirements of the position. El Centro de la Raza will attempt to satisfy requests as long as the accommodation needed is reasonable and no undue hardship would result.

El Centro de la Raza offers the following benefits to full-time/part-time staff:

- Medical and Dental Insurance with competitive employee and family rates.

Community Action Agency • United Way Agency • Affiliate of UnidosU
2524 16th Ave South Seattle, WA 98144 • P: (206) 957-4605 • F: (206) 329-0786
www.elcentrodelaraza.org • 501c(3) Nonprofit Tax ID: 91-0899927

- Basic Life insurance provided at no cost to the employee; option to buy up for additional coverage.
- 401(k) plan with 5% employer contribution; eligible to participants after six months of employment; eligible for employer contribution after the first year of employment with El Centro.
- 10 days of sick/safe pay time each calendar year (accrued by pay period); Eligible to take accrued leave after 90 days of employment.
- Vacation accrued by pay period; start accruing upon hire; eligible to take after passing 6 months evaluation period.
- 8 days of paid holidays have been establish by El Centro de la Raza + 5 days paid time off during the last week of December.
- Employment Assistant Program for all employees our EAP offers help with mental health, stress, grief and loss, illness or trauma, relationship conflicts, financial guidance, life adjustments, and more.

Employee Signature

Date

Supervisor Signature

Date

cc HR, personnel file

REV: 01/2023