



Siksika Family Services Corporation
SIKSIKA CAREER EMPLOYMENT & INCOME SUPPORT
Security Guard
Calgary Bridgeland Complex
Temporary Part-Time
Closing Date: OPEN until position is filled.
02/2026



GENERAL STATEMENT OF POSITION: Security Officer performs duties necessary to protect the Bridgeland Complex and Residents of the building and maintains order and security within the property. The Security Guard conducts regular patrols and inspections of the building to identify and report damage and potential security risks. Work also involves investigating disturbances, reporting daily activity and incidents, and that the property is free of vandalism and loitering, while ensuring unauthorized personnel are prevented from accessing restricted areas.

REPORTS TO: Security Supervisor & Program Coordinator, SCEIS Supervisor/Director as required

DUTIES AND RESPONSIBILITIES:

- Patrol the property to ensure building, external doors, car park and security systems are safe and secured and identify and report any security risks.
- Respond promptly to alarms and investigate disturbances, ensuring a swift and appropriate response to emergencies or suspicious activities with contact to appropriate emergency services if required.
- Assist the Security Supervisor in evaluating and implementing policies and procedures in the conduct of safety and security inspections.
- Monitor buildings' visitors to ensure safety and access in accordance with Siksika Family Services Corporation building policies and procedures and Occupational Health and Safety regulations.
- Warn person/s of rule infractions or violations and apprehend or evict violators from premises, contacting Calgary Policy Service as necessary.
- Write detailed reports and maintain accurate records of activity and irregularities, such as property damage, theft or presence of unauthorized persons.
- Communicate with residential staff and administration when there is an issue involving resident's safety.
- Demonstrated ability to communicate with a wide variety of clients in a professional manner, displaying tact and diplomacy when needed.
- Ability to control situations involving difficult and stressful incidents.
- Exercise good judgement in assessing resident and/or visitor behavior and handling resident disciplinary problems.
- Possess the ability to work in crisis situations and de-escalate problems quickly.
- Regularly patrol the premises to deter and detect signs of intrusion and ensure the security of doors, windows and gates.
- Control access to the property by monitoring entrances and exits, ensuring that only authorized personnel are allowed entry.
- Enforce company policies and procedures related to security and safety.
- Must be especially aware of the importance of being punctual and reliable of their assigned shifts.
- Attend meetings or SCEIS staff development sessions relating to the Program.
- Perform other related duties as required or assigned by the Security Supervisor, Coordinator, SCEIS Supervisor and/or Director.

EDUCATION AND EXPERIENCE:

- High School Diploma
- Basic Security Training Certificate
- Two to five years of verifiable experience as a security officer in a residential or commercial building experience is preferred.
- Possess a valid First Aid Certificate.
- Knowledge of Siksika Culture and Language

Resumes and cover letters should be emailed to hrm@siksikafamilyservices.com

Please quote **Security Guard** on your cover letter.

IMPORTANT: All applications **must** be complete and include the following:

1. *Degree/Diploma/Certificates and/or other pertinent related documents.*
2. *Clear Criminal Record and Vulnerable Sector Check*
3. *Clear Child Intervention Record Check.*

We thank all those applicants in advance, however only those candidates selected for an interview will be contacted.