Berens River Child and Family Services

Competition No.: 2026- 003
Position: Security Guard, Full-time
Salary: Depends on Qualifications
Department: Berens River Child & Family Services
Location: 388 Donald St. Winnipeg, MB
Closing Date: December 4, 2026, at 4:30pm

Position Summary: Berens River Child & Family Services is seeking a reliable, alert, professional, and safety-minded individual to fill the position of **Security Officer**. The Security Officer will help maintain a safe and secure environment for employees, clients, families, visitors, and community members. The successful candidate will provide a visible security presence while promoting a respectful, welcoming, and professional environment. The Security Officer will be responsible for monitoring designated areas, responding appropriately to safety concerns and incidents, following established security procedures, and working cooperatively with staff and management to support the overall safety and security of the organization.

Key Responsibilities

1. Workplace Security and Monitoring
- Maintain a visible and professional security presence within and around the workplace.
- Monitor entrances, exits, reception areas, and other designated areas.
- Greet and assist visitors while following organizational access procedures.
- Monitor and report unusual, suspicious, or unsafe activity.
- Complete security patrols and routine safety checks as required.

2. Incident Response and Emergency Procedures
- Respond appropriately to incidents, emergencies, and safety concerns.
- Follow organizational emergency, safety, and security procedures.
- Contact emergency services when required and appropriate.
- Assist with emergency preparedness and evacuation procedures.
- Identify potential safety hazards and report them to the appropriate supervisor.

3. Documentation and Reporting
- Maintain accurate daily security logs, incident reports, and other required documentation.
- Document and report security concerns, incidents, and unusual activities.
- Ensure all reports are completed accurately and submitted to the appropriate supervisor.
- Maintain confidentiality and protect sensitive organizational information.

4. Workplace Safety and Professional Conduct
- Assist with maintaining a safe, secure, and orderly workplace environment.
- Promote a respectful and welcoming environment for employees, families, visitors, and community members.
- Maintain professional boundaries and demonstrate appropriate conduct at all times.
- Work cooperatively with employees, management, visitors, and external service providers.

5. General Security Support
- Support the organization's overall safety and security requirements.
- Assist with implementing workplace security practices and procedures.
- Perform other security-related duties as assigned by the Executive Director or designate.

Qualifications

- Previous security, loss prevention, protective services, or related experience.
- A valid Manitoba Security Guard Licence, or the ability to obtain one, as required.

- Excellent observation and situational-awareness skills.
- Strong verbal and written communication skills.
- Ability to remain calm and professional during stressful situations.
- Strong interpersonal and conflict-resolution skills.
- Ability to work independently and as part of a team.
- Dependable attendance and a professional attitude.
- Ability to maintain confidentiality and professional boundaries.
- Basic computer and report-writing skills.

ADDITIONAL ASSETS

- Current First Aid/CPR certification.
- Experience working in a community service, health, social service, or Child and Family Services environment.
- Knowledge of First Nations communities and Indigenous service delivery.
- Previous experience in workplace security, emergency response, or safety monitoring.
- Satisfactory Criminal Record; Child Abuse Registry; and Prior Contact Check.

Please send a Cover Letter and Resume by Email to: jamie.thordarson@berensrivercfs.org
The Cover Letter must include the Competition Number and Position you are applying for.

We thank all who apply; however, preference will be given to Berens River Band Members and Indigenous candidates (First Nations, Métis, or Inuit) meeting the position requirements. All Indigenous applicants are asked to self-declare within their cover letter.