

Hudson River Housing, Inc.
Position Description

Position: Property Protection – Hillcrest House
FLSA Category (Check one): Exempt Non- Exempt
Primary Site Assigned to: 28 Snow Terrace
Immediate Supervisor: Resident Services Manager

General Description:

The Property Protection/Security position will provide additional support to overnight staff and will monitor residents, visitors, staff, physical plant and property. He/She will provide **continuous** on foot monitoring of all grounds, both inside and outside of the buildings and around the perimeter of the property. Property Protection will become the on-site contact person in the event that Police, Fire or EMS needs to be dispatched to the facility. Property Protection will be responsible for all written accounts of incidents during scheduled hours. This position **does not** require the carrying of a firearm or a NYS Security License.

Principal Duties:

1. Conduct **continuous** “on-foot” monitoring of all of the grounds, both inside buildings and outside perimeter of the property. It is imperative to maintain a safe and secure environment for both the residents of the site as well as HRH staff and volunteers.
2. Property Protection staff are expected to perform the following duties: Physically check vacant rooms at least 2x per night, verify that emergency exit doors are secured, windows on the ground floor are closed and/or secured throughout the night, kitchen facility is locked and secured, laundry rooms are closed, smoking rules are being adhered to, noise violations are addressed, non-approved visitors are escorted off grounds, report suspicious vehicles on grounds overnight, report and/or attend to any slip hazards identified, etc....
3. Rules and policies are to be enforced in a compassionate and human manner. Ultimately, the safety of all guests, staff and volunteers must be a primary concern.
4. Provide assistance to other on-site staff when unusual sightings are observed or situations present themselves. All suspicious activity must be checked out.
5. Call local police when necessary to assist with conflicts that might occur. Property Protection should never attempt to act in a situation that could be deemed dangerous. Property Protection will become the contact person when the police arrive on the scene.
6. An accurate account of all incidents will be recorded on an HRH Incident Report Form and submitted for appropriate signatures. Any incident that requires that the police, fire department, CPS or other governmental agency be called should be documented. In addition, any on-site incident that could be perceived as an altercation, major violation of rules, disturbance or questionable behavior should be documented by property protection staff.
7. A nightly log should be kept to record all rounds that are done and any notable actions that are taken.

8. It may be necessary from time to time for the Property Protection staff to fill in for routine tasks normally assigned to the Front Desk in the event that a staffing shortage cannot be avoided.
9. Other duties may be assigned by supervisory staff or HRH Administrative staff.

Qualifications:

Education/Knowledge:

Prior experience dealing with emergency and/or crisis situations.

License Requirements

Valid NYS Driver's License. Valid/current NYS Security License is helpful **but is not required**.

Other:

Must demonstrate sensitivity toward the Program's target population, and ability to comfortably and effectively relate to individuals of diverse backgrounds, and be respectful of cultural differences. Must be responsible, non-judgmental, and able to work independently and as part of a team. Must have a strong commitment to personal and professional ethics and standards and be able to set and maintain appropriate boundaries with program participants. The position requires the ability to stand on your feet for long periods of time as well as climb stairs multiple times throughout the night. Must be able to react quickly and effectively in a crisis situation. This position is an AWAKE OVERNIGHT position.

Hudson River Housing is dedicated to maintaining a work environment that is free from harassment and discrimination on the basis of age, race, creed, color, national origin (including ancestry), religion, gender or sex, gender identity or expression, sexual orientation, pregnancy (including childbirth and related medical conditions), alienage or citizenship status (unless required by law), disability, reproductive health decision making (including, but not limited to, the decision to use or access a particular drug, device, or medical service), marital status, partnership status, caregiver status, domestic violence victim status, familial status, military status, unemployment status, genetic information (including genetic characteristics), or any other protected status under federal, state, or local laws. Hudson River Housing is dedicated to the fulfillment of this policy with respect to all aspects of employment, including, but not limited to, recruiting, hiring, placement, transfer, training, promotion, compensation, termination, and all other terms, conditions, and privileges of employment

Employee Signature: _____ Date: _____