



**CANKDESKA CIKANA
COMMUNITY COLLEGE**
Spirit Lake Dakota Nation

Human Resource Office

Vanessa Thomas, HR Director

PO Box 269, Fort Totten, ND 58335

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www.littlehoop.edu

VACANCY ANNOUNCEMENT

Position Title: Safety/Security Officer (3 Full-time)
Supervisor: Head Start Director
Hours: Day Shift (8:00am-4:30pm)/Evening Shift (4:00pm-12:30am)/Grave Shift (12:00am-8:30am)
Opening Date: October 13, 2017
Closing Date: October 27, 2017
Salary: DOQ

QUALIFICATIONS:

- Associates degree or Peace Officer Training Certificate preferred. Minimum of a high school diploma or GED with a minimum of one year experience in security.
- Preference will be granted for knowledge of safety issues and/or previous security, military or law enforcement experience.
- Excellent computer skills preferably Microsoft Office Programs and ability to multi-task.
- Excellent communication and verbal/writing skills.
- Must be at least 21 years of age.
- Must have reliable transportation.
- Must have a valid driver's license.
- No physical limitations. Must be able to walk, run, lift over 50lbs and respond quickly in emergency situations.
- Must maintain CPR/AED and First Aid Certification or willing to pursue.
- Must give written consent for and participate in mandatory and random drug testing as prescribed by the CCCC's Human Resources Personnel Policies and in consideration of the Head Start Performance Standards of Conduct, 1302.90 (c) (1).
- Identify if you have been a former or current Head Start parent(s), in accordance with Head Start regulation 1302.50 (b) (4), current or former Head Start parents are given preference for employment for which they are qualified.
- Submit verification of current immunizations.
- Complete a current health physical and Mantoux Tuberculosis testing (TB) verifying approval to provide childcare within thirty days of employment.

Condition of Employment: Appointment will be subject to the applicant's successful completion of a background check.

JOB DUTIES & RESPONSIBILITIES:

- Coordinate training activities, meetings, and other functions with other tribal, state, and federal law enforcement agencies.
- Assist with the development, implementation, and updates for the CCCC Emergency Procedures.
- Develop cooperative and mutual relationships and positive image with students, staff, faculty, guests, and others.
- Assist with the implementation of the safety plan through cooperation with staff, administration, and others as necessary.
- Assist with quarterly safety drills (i.e. lockdowns, fire drills, tornado drills, terrorist response training, emergency communication training, and protocol, and etc.).
- Assist with the disaster preparedness plans for campus community.
- Assist campus communication during disaster and threats.
- Coordinate campus training and education sessions to help prepare for emergency situations.
- Report any accident to the Head Start office and law enforcement, complete all report forms.
- To be punctual and maintain regular attendance, gain approval in advance from your supervisor for leave requests as per the CCCC Personnel Policies.
- To follow Head Start program confidentiality policies concerning information about children, families or other staff.
- To respect and promote the unique identity of each child and family and refrain from stereotyping on the basis of gender, race, ethnicity, culture, religion and disability.
- To use positive methods of child guidance and will not engage in corporal punishment, emotional or physical abuse or humiliation.
- Participate in 1-2 College Teams as assigned.
- Participate in various training and/or in-services to enhance professional growth and development.
- Participate in the Head Start program's random drug and alcohol testing system.
- Other job related duties as assigned by the Head Start Director.

GENERAL INFORMATION: A complete application shall consist of CCCC Application for Employment, cover letter, resume, three reference letters or list three references of individuals familiar with your preparation/experience, and a copy of high school diploma/GED/unofficial college transcripts (Official copy required if hired). Persons claiming Indian and/or Veteran Preference must provide proof with application. **Incomplete applications will not be considered.** Applications should be submitted to: Human Resource Office, Cankdeska Cikana Community College, PO Box 269, Fort Totten, ND 58335. For more information please call 701.766.1333 or visit our website at www.littlehoop.edu

STATEMENT OF POLICY ON NON-DISCRIMINATION

Cankdeska Cikana Community College will not discriminate in its educational programs, activities, or employment practices, based on race, color, national origin, gender, sexual orientation, disability, age, religion, ancestry, or any other legally protected classification. Announcement of this policy is in accordance with Federal law, including Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and the Americans with Disabilities Act of 1990. Inquiries or concerns may be referred to the Academic Dean, Cankdeska Cikana Community College, (701)766-1309 or 1-888-783-1463 or to the Office of Civil Rights, US Department of Education, 500 W. Madison Street Suite 1475 Chicago, IL 60661.

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