

Security Manager

The Security Manager at Peace in Medicine is responsible for overall security operations and management including: protecting dispensary assets and patient privacy, ensuring customer service standards are met and maintaining positive and constructive relations with other tenants and overall community. The expectations are high and the selected individual must be a great communicator, multi-tasker, understand security operations and embrace Peace in Medicine's mission. Before applying, applicant must be fully aware of our mission and our role in the community. More information at: www.peaceinmedicine.org

Responsibilities:

- Supervise the day to day security operations
- Build, improve & maintain effective relationships with staff, patients, tenants & overall community
- Develop, maintain and administer incident reporting procedures and practices
- Develop plans to address wide range of security-related events and appropriate preventive strategies and internal controls
- Conduct threat and risk assessments and propose mitigation strategies
- Protects the healing center's people, processes and assets from harm and loss
- Manage uniforms, equipment and supplies while maintaining appropriate inventories and maintenance checklists
- Manage the security team to include coordination of scheduling, training and ensuring overall performance standards are met
- Provide a positive work environment conducive to trust and respect
- Train & educate staff to increase knowledge and create an environment focused on safety and security
- Monitors staff to ensure compliance with dispensary and healing center policies
- Assists with the maintenance and appearance of the healing center in accordance with established standards
- Works directly with Dispensary Manager, Operations Manager, & Health Services Director
- Analyze security standards and ensure security operations reach overall service potential by maintaining a continuing awareness of the industry (local and regional)

Requirements:

- Maintain composure in dealing with authorities, executives, patients, vendors, staff and the public, occasionally under conditions of urgency and in pressure situations
- Handling and being exposed to sensitive and confidential information
- College degree preferred
- Willingness to take on added responsibilities
- Ability to motivate and influence others through personal actions and examples
- Intermediate to advanced Microsoft Office skills
- Strong problem solving and interpersonal skills
- Must possess a high degree of personal ownership and accountability
- Ability to maintain high standards in a quick pace, constantly evolving environment
- Ability to communicate clearly and effectively in all situations
- Ability to pass DOJ/FBI LiveScan per Sebastopol Police Department process
- Submit to a law enforcement level background check
- Work schedule flexibility to include emergency response requirements 24/7
- Conduct patrols in all weather conditions
- Physical ability to stand for long periods, walk, bend, and lift up to 50 lbs.
- Basic understanding of Federal, State and Local employment laws

To Apply:

Deliver and/or mail cover letter and resume to Peace in Medicine
6771 Sebastopol Ave, Suite #100, Sebastopol 95472 or
Email: info@peaceinmedicine.org **No calls please.**

Salary: Dependant upon experience (DOE)

Start Date: Immediate

Deadline: Open until filled



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