MassHire COVID-19 Disaster Recovery NDWG

Temporary Security Personnel

Job Description

MassHire \_\_\_\_\_\_\_\_\_\_\_\_\_Career Center is seeking a full-time security officer who is reliable, dependable, flexible and detail-oriented. MassHire is a customer-facing organization that serves the general public with located in \_\_\_\_\_\_\_\_, MA. Candidate must have flexibility to work in the local MassHire Career Center office as needed when more than one office exists in the local area.

This position is grant-funded and are temporary. All applicants must be unemployed due to the COVID-19 Pandemic and meet National Dislocated Worker program eligibility requirements. Individuals eligible for this grant must be:

* temporarily or permanently laid off as a consequence of the COVID-19 Pandemic; ​
* a dislocated worker as defined at 29 U.S.C. 3102(3) (15); ​
* a long-term unemployed worker; or​
* a self-employed individual who became unemployed or significantly underemployed as a result of the COVID-19 Pandemic ​

**Duties:**

* Greet customers and control the flow of per maximum occupancy guidelines
* Verbally screen customers for potential illness; perform temperature checks; ensure every customer who enters the building is wearing a face mask and is social distancing
* Sign in all staff, customers, and visitors (i.e. delivery vendors) at the security check-in point to enable contact tracing
* De-escalate situations as they occur, notify management and/or local authorities as needed
* Maintain an incident log of all adverse actions and responses
* Periodically patrol the career center working areas to ensure customers are maintaining social distancing
* Provide daily reports of all who entered the building to the career center management team
* Must maintain confidentiality of customer information at all times

**Qualifications:**

* Must have the ability to speak with customers facing economic hardship in a firm but empathetic manner
* Maintains professional appearance and demeanor
* Must have clean CORI
* Must be able to walk, sit or stand for long periods of time
* Must be very detail-oriented
* Must have PC and office skills
* CPR/First Aid/First Responder training preferred
* HS diploma or equivalent