

## **Job Posting: Resident Security Officer – Public Housing Site**

**Position Title:** Resident Security Officer (Unarmed)

**Location:** Asbury Park Housing Authority

**Employment Type:** Full-Time

**Shift:** Various shifts available (Days, Evenings, Overnights, Weekends, and Holidays as needed)

### **Position Summary:**

We are seeking a professional and experienced Resident Security Officer to provide safety, security, and asset protection services at a public housing community in Asbury Park, New Jersey. The successful candidate will be responsible for maintaining a secure environment for residents, visitors, staff, and property while fostering positive community relations.

The Resident Security Officer will patrol the property, respond to incidents, enforce site rules and regulations, document security activities, and work collaboratively with property management, residents, and local law enforcement agencies.

### **Key Responsibilities:**

- Conduct regular foot and vehicle patrols throughout the housing complex.
- Monitor entrances, exits, common areas, parking lots, and recreational facilities.
- Control access to the property and verify visitor credentials when required.
- Respond promptly to disturbances, emergencies, alarms, suspicious activity, and resident concerns.
- Prepare accurate and detailed incidents, accidents, and daily activity reports.
- Enforce housing authority policies, site rules, and security procedures.
- Assist residents and visitors with safety-related concerns and provide customer-focused service.
- Ability to develop proactive patrol practices while understanding situational awareness
- Coordinate with local police, fire departments, and emergency responders during incidents.
- Report maintenance, safety, and security hazards to management.

- Participate in emergency preparedness and evacuation procedures.
- Maintain a visible and professional security presence throughout the community.

**Minimum Qualifications:**

- High school diploma or GED required.
- **Minimum of three (3) years of experience in security operations**, law enforcement, military service, or a related field.
- Valid New Jersey Security Officer Registration Act (SORA) certification, or ability to obtain prior to employment.
- Valid driver's license with a clean driving record.
- Strong report-writing and communication skills.
- Ability to remain calm and make sound decisions during emergencies.
- Proficiency in basic computer applications and report management systems.
- Ability to work independently with minimal supervision.

**Preferred Qualifications:**

- Knowledge of security enforcement principles, practices and techniques
- Knowledge of de-escalation techniques
- Knowledge of methods used in conducting preliminary investigations
- Experience working in public housing, affordable housing, residential communities, or property management environments.
- CPR, First Aid, and AED certification.
- Experience with CCTV monitoring systems and access control technology.
- Conflict de-escalation and crisis intervention training.
- Bilingual skills are a plus.

**Physical Requirements:**

- Ability to stand and walk for extended periods.
- Ability to climb stairs and conduct outdoor patrols in varying weather conditions.
- Ability to occasionally lift up to 25 pounds.

- Ability to respond quickly to emergency situations.

**Compensation & Benefits:**

- \$25.00 - \$30.00 per/hour.
- Training and professional development opportunities.
- Uniforms provided.

**Equal Employment Opportunity Statement:**

We are committed to providing equal employment opportunities to all applicants and employees. Employment decisions are made without regard to race, color, religion, sex, national origin, age, disability, veteran status, sexual orientation, gender identity, or any other protected status under applicable federal, state, or local laws.

**To Apply:** Submit your resume detailing your security experience, certifications, and qualifications for consideration.