



# Mobile Advisor

Reports to the Safety, Security & Transportation Manager and is an hourly, non-exempt position. Responsible for enforcing all laws, rules and policies authorized by the Safety and Security Department. Demonstrates on-going commitment to preparing young people for the workforce by modeling, mentoring and monitoring excellence in the eight Career Success Standards of: workplace relations and ethics; information management; communications; multicultural awareness; personal growth and development; career and personal planning; interpersonal skills and independent living.

## Duties and Responsibilities:

- Demonstrates and abides by ODLE Core Values and operating principles.
- Enforces all authorized laws, rules and regulations.
- Patrols assigned areas and remains alert for disturbances, fires, safety hazards, traffic violators, suspicious acts and/or persons, and other unusual conditions.
- Aids and assists visitors, students and staff.
- Performs building security and safety checks.
- Receives complaints and makes appropriate preliminary investigations.
- Maintains harmonious relationships with local law enforcement agencies.
- Provides escort service as directed.
- Investigates vehicular accidents at center.
- Issues visitor passes and temporary vehicle permits.
- Prepares written accident reports and maintains security log.
- Enforces center pass policy.
- Attends required in-service training sessions.
- Participates in the disciplinary process as established at the center, including zero tolerance for violence and drugs.
- Adheres to ODLE Quality Assurance Plan.
- Clearly communicates and consistently models appropriate CSS and employability skills including personal responsibility and computer fluency.
- Maintains accountability of staff, students, and property, adheres to safety practices in all areas of responsibility.
- Cultivates and maintains a climate on center that is free of harassment, intimidation and disrespect to provide a safe place for staff and students to work and learn.
- Performs other duties as assigned.

*The above statements are intended to describe the general nature and level of work performed by a person in this position. They are not to be construed as an exhaustive list of all duties that may be performed in such a position.*

## Education and Experience Requirements:

- Minimum of High School graduate or equivalent.
- Prefer three to six months experience in a security or work-related capacity
- Valid driver's license in the state of employment with an acceptable driving record.

**Additional Requirements:** Prefer knowledge of riot and crowd control techniques and law enforcement procedures.

Must maintain CPR/FA Certification. Ability to obtain a bus driver's license. Ability to effectively relate to trainee population. Excellent communication skills, both oral and written. Position requires an ability to operate office equipment and drive an automobile. In addition, must be able to interact with team members and maintain an effective working relationship with all facility staff and departments.

**Working Conditions:** This position involves frequent sitting, standing, walking. Occasionally, position involves bending, stooping, carrying, running, driving and need for flexibility. Applicant must be able to see, hear, and speak.

**Environmental Demands:** Position requires ability to spend 50% of work time outside and 50% of work time indoors; ability to withstand moderate noise levels, including voice levels 90% of work time; ability to work in heat up to 95 degrees outdoors in summer months; and ability to work in temperatures as low as 35 degrees in winter months.

**ODLE is an equal opportunity employer. Auxiliary aids and services are available upon request to individuals with disabilities.**