

**SAFETY ASSOCIATE– Full Time**  
**The Province of St. Joseph of the Capuchin Order – Capuchin Community Services**

*Inspired by the gospel of Jesus and the example of Francis of Assisi, the Capuchin friars of the Province of St. Joseph, together with our partners in ministry, prayerfully build sister-brotherhood in the world. We attend simply and directly to the spiritual and other basic human needs, especially those of the poor and disenfranchised, promoting justice for all.*

Capuchin Community Services (CCS) is a ministry that serves people experiencing homelessness, poverty and other difficult circumstances. The Safety Associate will work with the staff to ensure that all guests, volunteers, friars and staff are welcomed into a safe environment.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Demonstrate, exemplify and support the Capuchin Charism and Provincial Mission, Vision and Values throughout all professional responsibilities and activities.
- Continually monitor premises by walking around assigned areas and checking surveillance feeds.
- Report safety issues including building hazards and suspicious activity to Assistant Director or designee or contacting Police/Fire/EMS if situation is urgent.
- Assist with compliance of CCS, municipal, state and federal safety guidelines.
- Report any damage to property or loss of inventory.
- Interact with guests to ensure compliance with rules working to de-escalate inappropriate actions.
- Monitor entryways and exits of site ensuring compliance with prohibited items, reducing chance of theft, and enforce authorized entry for guests, volunteers, friars and employees to building and restricted areas.
- Cover reception desk and phones during as needed.
- Comply with Province and ministry policies, procedures, guidelines and standards.

**QUALIFICATIONS:** High school diploma or equivalent, experience in security, public safety or similar field, CPR, First Aid and AED certification; Knowledge of de-escalation techniques and ability to implement them, knowledge of standard safety guidelines and equipment, effective Microsoft Office skills, communication, problem solving, interpersonal and organizational skills. Ability to be welcoming and professional, work a flexible schedule, and lift and move up to 50 pounds.

Please send resume to [employment@thecapuchins.org](mailto:employment@thecapuchins.org), include Safety Associate in the subject line.

Or mail to:       Attention: Human Resources  
                      Safety Associate  
                      The Province of St. Joseph of the Capuchin Order  
                      4390 Conner, Detroit, MI 48215

Or complete an application at:  
                      St. Bens Community Meal Site  
                      930 W. State St.  
                      Milwaukee, WI 53233