

**SIERRA TRIBAL CONSORTIUM, INC.**

***Job Description***

**Fresno Site:**  
**610 West McKinley Avenue**  
**Fresno, CA 93728**  
**(559) 445-2691**

**Auberry Site:**  
**31985 Lodge Road, Ste. #102**  
**Auberry, CA 93602**  
**(559) 272-0691**

**Job Title: Surveillance Manager**

**Type: Full-Time (Non-Exempt)**

**Reports to: Office Manager**

**Department: Clinical**

**Pay Range: \$35,795 - \$39,800**

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**SUMMARY JOB DESCRIPTION:**

The Surveillance Manager is responsible for protecting the organization properties, clients, staff and the environment by keeping the location secure. Will remove clients who violate the rules and trespassers. Report any suspicious activity and incidents. Monitor closed-circuit TV cameras and monitor alarms. Follow procedures for various initiatives, including fire prevention, patrolling premises regularly, and accident investigations.

**JOB DUTIES AND RESPONSIBILITIES:**

- Secure premises by monitoring surveillance equipment; inspecting buildings, equipment and access points, permitting entry.
- Ensure operation of security equipment and surveillance cameras by completing preventive maintenance requirements; following manufacturer's instructions; and calling for repairs
- Report losses and damages
- Maintain surveillance and care of residents, detox unit, and the treatment grounds
- Maintain an emotional and physically safe working environment
- Perform dorm checks, ensure clients comply with schedules
- Remain in compliance with local, state, and federal regulations
- Enforce Sierra Tribal Consortium Inc./Turtle Lodge house rules, policies and procedures
- Light clerical duties as needed
- Monitor with client self-administer of medication, as needed
- Transport residents in a company vehicle to and from activities, meetings, and appointments, as needed
- Perform client drug/alcohol use detection activity, i.e., urine collection for testing, breath testing, etc., as needed
- Perform janitorial duties and adhere to safety regulations
- Work assigned shifts (day or night)
- All duties as assigned by your supervisor or the administrative department

**QUALIFICATIONS:**

- Following complex instructions
- Familiarize and uphold the Code of Ethics as outlined in the company standards and policies
- Ability to establish and maintain effective working relationships with clinical and administration staff, outside organizations and the public
- High school diploma or GED preferred
- Must be at least 21 years of age and if in recovery, must have at least 2 years' continuous recovery
- Possess a rational resolution to deal with complex, high emotional and/or stressful situations
- Ability to email and write reports with basic computer functions, (Microsoft word, Excel, Internet
- Must have a valid California Driver's license

- Ability to pass a pre-employment physical, drug screen, and TB test
- Preference given to qualified American Indian applicants in accordance with applicable Indian Preference Act (Title 25 U.S. Code Sections 472 and 473) and the Indian Self-Determination Act, Public Law 93-638, provided the applicant has submitted acceptable proof of Indian Preference for employment which is to accompany the application if you are claiming Indian Preference.

**COMPANY BENEFITS:**

- Health, Dental and Vision Insurance
- 403(b) Retirement
- Paid Vacation, Sick, Personal Leave and Birthday
- 11 Paid Holidays

**PHYSICAL REQUIREMENTS:**

- Extended periods of sitting at a desk and working on a computer.
- Standing for up to 20-30%
- Must be able to lift up to 40-50 pounds occasionally

**DISCLAIMER:** Sierra Tribal Consortium, Inc. operates under the legal doctrine of employment at will. The statements made herein are intended to describe the general nature and level of work being performed by employees and are not to be construed as an exhaustive list of responsibilities, duties, and skills required of personnel so classified. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer.