

**JOB ANNOUNCEMENT
(INTERNAL/EXTERNAL)**

POSITION INFORMATION

Job Title: Hospital Security Officer
Division: Environment of Care **Department:** Security
Reports to: Security Manager **Classification:** Regular, Full Time
Opening Date: February 20, 2019 **Closing Date:** February 25, 2019

ANTICIPATED WORK SCHEDULE

(Hour of operation and schedule subject to change)

Department Hours of Operation 24 Hours per Day; 7 Days per Week	Schedule Schedule is subject to change dependent on rotational shifts and hours of operation.
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BASIC PURPOSE OF THE JOB

A Hospital Security Officer (HSO) ensures the safety and protection of all patients, visitors, staff, assets and property within the hospital premises and any other designated facilities occupied by the hospital. The HSO actively engages in the prevention and detection of criminal activity to include checking incoming and outgoing staff, visitors, and vehicles to ensure authorized entry/exit of the hospital and enforce the absence of contraband and hospital paraphernalia. The HSO also assists in evacuation during times of fire and other threats.

QUALIFICATIONS

Minimum Education	<ul style="list-style-type: none">▪ High school diploma or equivalent preferred
Minimum Work Experience	<ul style="list-style-type: none">▪ Must successfully complete all training and pass all competency tasks to include, but not limited to, Crisis Intervention (CPI), International Association for Healthcare Security & Safety HSO Basic Certification and Basic Life Support (BLS).
Required Skills, Knowledge and Abilities	<ul style="list-style-type: none">▪ Should have excellent customer service skills and the desire to assist people and provide protection.▪ Should be alert and have excellent observation skills.▪ Ability to take swift and efficient action in times of emergency.▪ Should be bold and courageous to deal with unruly visitors.▪ Should have a thorough knowledge of the floor plan of the hospital including all the normal and emergency entry and exit points.▪ Should have good communication and analytical abilities.▪ Should have a good knowledge about the rules, regulations, policies and procedures of the hospital.▪ Should be proficient in basic computer skills such MS Word, Excel and email with the ability to learn other programs.▪ Ability to help restrain or lift a person; occasionally lift and/or move up to 100lbs.▪ Ability to run, climb stairs and carry fire extinguishers or any other emergency equipment.▪ Ability to observe, walk, stand or sit in various weather conditions

OVERVIEW OF JOB RESPONSIBILITIES

1. Provide a visible deterrence to crime and prohibited activities.
2. Routinely patrol the hospital premises and identify suspicious activity.
3. Enforce hospital rules, regulations, general policies and procedures.
4. Respond quickly and effectively to emergency and non-emergency situations.
5. Ensure that the security arrangements in the hospital like computers, alarm systems and close circuit cameras are functioning properly.
6. Escort visitors and assist facility personnel.
7. Research new methods of hospital security and recommend upgrading of the existing system.
8. Place citizens under arrest until he/she can be handed over to the law enforcement officials.
9. Interact with hospital staff of all divisions with special emphasis on drug storage areas, infant care units, and trauma care.
10. In case of fire or bomb threats, taking charge of evacuating the hospital as directed by the Hospital administrator.
11. Forming a liaison between the hospital and law enforcement agency.
12. Attends all required safety training programs and can describe his or her responsibilities related to general safety, department/service safety, and specific job-related hazards.
13. Responsibly follows the Hospital Exposure Control Plans/Bloodborne and Airborne Pathogens.
14. Demonstrates respect and regard for the dignity of all patients, families, visitors and fellow employees to ensure a professional, responsible and courteous environment.
15. Promotes effective working relations and works effectively as part of a department/unit team inter and intra departmentally to facilitate the department's/unit's ability to meet its goals and objectives.

*Complete job description provided upon employment.