



Healthcare Division Los Angeles, California

POSITION: Security Officer, Healthcare Division (10 Openings!)

JOB SUMMARY:

Primary functions include being a First Responder to emergency situations at the Healthcare facility assigned facilities. Makes periodic tours to secure areas, provide customer service, mitigate behavioral sudden occurrences, deter crimes, and check for irregularities and to inspect protection devices and fire control equipment. Preserves order and may enforce regulations pertaining to personnel, visitors, and premises. Assist with the functions of physical and personal security and safety measures of members, patients, staff, and visitors. Protects staff and property from theft or damage, or persons from hazards or interference, including the potential for violence in the workplace.

BENEFITS:

- Full Time position (Multiple)
- Starting hourly pay: \$11.55
- Excellent benefits package

PRIMARY DUTIES

1. Proper handling of routine and emergency incidents detrimental to the security and safety of the facility, patients, staff and employees.
2. Controls access to client facility through the admittance process; assists visitors with a legitimate need to gain entry to the facility; screens members, visitors and client employees in a proficient manner in order to expedite their admittance to the facility, as needed and when prescribed.
3. Provides an atmosphere in which all client employees and visitors know that the client responds to and cares about their needs; provides a courteous, respectful and pleasant interaction with each client employee and visitor as perceived from their point of view; presents a good image of the client and its security department. Maintains and displays good public relations skills when interacting with patients, visitors, and staff.
4. Communicates in a manner that is open, honest and responsive in all situations; to the extent authorized, provides information regarding the facility and surrounding area as requested by visitors.
5. Monitors entrances and exits; prevents unapproved or unlawful entry; controls entrances, the movement of people and vehicles, and parking; operates a gate and examines vehicle contents; monitors remote entrances using closed circuit television; operates remote access devices; in a calm manner directs persons who cause a disturbance to leave the property.
6. Patrols assigned site on foot or on/in a vehicle; checks for unsafe conditions, hazards, unlocked doors, security violations, blocked ingress and egress, mechanical problems, and unauthorized persons; inspects buildings and grounds using appropriate equipment and protective gear.
7. Protects evidence or scene of incident in the event of accidents, emergencies, or security investigations; sets up barriers and signage, and provides direction or information to others.
8. Prepares logs or reports as required for post; writes or types reports or enters information in a computer using standard grammar; inspects security control logs and takes action as required.
9. Observes and reports incidents or suspicious activity to client representatives, company management, life/safety personnel or public safety authorities as appropriate for the circumstances and/or as required by the post.
10. Responds to incidents of disaster, healthcare facility emergency codes, fire, medical emergency, bomb threat, flooding, water discharge, elevator emergency, hazardous material event, inclement weather, and

other incidents or conditions following procedures established for post, by the company, or through training or certification.

MINIMUM QUALIFICATIONS

Additional qualifications may be specified and receive preference, depending upon the nature of the position. The incumbent must be able to perform each essential function satisfactorily. The requirements below are representative of necessary knowledge, skill, and ability.

MINIMUM HIRING STANDARDS

- Must be at least 18 years of age
- Must have a reliable means of communication (i.e., pager or phone)
- Must have a reliable means of transportation (public or private)
- Must have a High School Diploma or GED.
- Must be willing to participate in the Company's pre-employment screening process, including drug screen and background investigation

LICENSURE OR CERTIFICATION

Must have valid Government issued Driver's License or valid state issued I.D. card, Bureau of Security and Investigative Services Certification or Guard Card.

COMPETENCIES (as demonstrated through experience, training, and/or testing):

- Must be able to meet and continue to meet any applicable state, county and municipal licensing requirements for Security Officers.
- Knowledge of or ability to learn security operations and procedures.
- Pass each healthcare competency exam and/or skills lab including a managing or defusing assaultive behavior training program or similar course as described by the client
- Ability to carry out instructions furnished in written, oral, or diagrammatic form.
- Ability to be an effective team member.
- Ability to maintain professional composure when dealing with unusual circumstances.
- Courteous telephone manner.
- Ability to adapt to changes in the external environment and organization.
- Ability to write routine correspondence, including logs and reports.
- Good organizational skills.
- Ability to provide high quality customer service.
- Good interpersonal skills, with the ability to interact effectively at various social levels and across diverse cultures.

If you would like to apply to this position, please send your resume to ngcajobs@ng.army.mil