

JOB TITLE: Security Officer	DEPARTMENT: Plant Operations and Life Safety	POSITION OF SUPERVISOR: Plant Operations and Life Safety Manager
FLSA STATUS: Non-exempt	ANTICIPATED HOURS PER WEEK: 40	EFFECTIVE DATE: 02.16.2022

Position Summary: Security personnel are responsible for ensuring the safety and protection of the facility, its employees, patients and visitors as per hospital policies. Security personnel are tasked with patrolling the medical center campus, responding to safety and security threats, and establishing a security presence. This is an unarmed position and requires close collaboration with local law enforcement and other PSMC staff members.

Qualifications: *At all times, the employee shall possess the following qualifications set forth below.*

Education/Training:	High School diploma or equivalent. Basic computer knowledge.
Experience:	Previous security related work experience preferred.
Special Skills, Licenses or Certifications:	Current security training and/or certification. Demonstrates knowledge of security functions in a hospital setting. Basic life support certification is mandatory.
Language Skills:	Demonstrates ability to read, write, and clearly express one's self in English 100% of the time. Additional languages preferred. Demonstrates ability to listen. Demonstrates ability to clearly convey thoughts in speech and written word.
Physical/Mental/Special Demands:	Lifting a minimum of 50 pounds required; adequate hearing is required to hear/talk with other employees, patients and public in person and on the telephone; work requires the use of computers with exposure to monitors, keyboards, mouse with repetitive motions for extended periods of time; position requires standing, bending, walking. Ability to initiate CPR 100% of the time. Must have fine motor skills 100% of the time. Ability to work and multi-task at a rapid pace with numerous interruptions 100% of the time. Good mental health. Demonstrate tact, versatility, and dependability. High degree of self-motivation and directional initiative. Ability to function independently. Ability to cope and remain calm in escalating situations.
Work Environment:	Work is performed in an hospital setting with exposure to work stress, environmental stress, and frequent interruptions; noise level is moderate; work may involve exposure to blood, bodily fluids and communicable diseases; frequent communications, on a daily basis, with the general public, co-workers, vendors and patients. Outside work in all weather conditions. Will work in the sun and snow.

Cross Training of Position:	PSMC cross-trains job positions. This job description must cross-train to effectively perform the job position of: Facilities Worker
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Standard Job Requirements: At all times, employee shall satisfy the following requirements:

1. Comply with all PSMC policies including, without limitation, timely attendance, code for dress and decorum, no conflicts of interest, no harassment, fragrance free, etc.
2. Comply with all PSMC and department procedures, rules and directives.
3. Establish and maintain effective working relationships with others (e.g., co-workers, supervisors, patients, visitors, vendors of PSMC and the general public).
4. Be courteous, respectful, honest, and solution-oriented in dealing with others.
5. Communicate accurately, clearly, and effectively both orally and in writing.
6. Possess excellent organizational skills and the ability to multi-task.
7. Work independently and perform the job with minimum supervision.
8. Checks email at least once daily when on shift.
9. Work effectively on PSMC/department team matters and recognize situations which require teamwork.
10. Maintain strict confidentiality of all patient matters and recognize situations where confidentiality should be maintained even if not legally required.
11. Respect the importance of compliance and quality programs and support the same.
12. Possess computer knowledge/skills and the ability to learn and adapt to new programs and software.
13. Participate in employee training, Disaster Preparedness and emergency events.
14. Perform other job duties, as assigned by a supervisor or manager.
15. Exemplify and support PSMC's values (WISER).

Essential Duties, Functions and Responsibilities: At all times, employee shall be able to perform the following essential functions of the job, with or without an accommodation, as set forth below.

1. Assumes responsibility for the overall safety and security of the facility.
2. Patrols designated areas in accordance with outlined security procedures.
3. Identifies potential security risks and responds in accordance with hospital policies and procedures.
4. Completes reports and required documentation for all security incidents.
5. Ensures employees and visitors have proper credentials for accessing the building.
6. Responds to incidents and emergencies within the facility.
7. Assists employees and visitors with any safety concerns.
8. Escalates emergency situations to law enforcement as appropriate.
9. Monitors CCTV; other surveillance.
10. Assists with other facilities issues as assigned.
11. Communicates effectively with others, especially in stressful situations.
12. Utilizes sound judgment and is quick to identify the best course of action for dealing with a potentially dangerous situation.
13. Observes, constantly, to notice anything out of the ordinary. Is vigilant.
14. Acts in a lawful manner at all times.
15. Demonstrates familiarity with standards guiding hospital function and requirements.

16. Follows all established safety regulations.
17. Able to work independently with minimal supervision.
18. Demonstrates a high degree of self-motivation and self-direction.
19. Interacts effectively with patient and health team members while maintaining established quality standards.
20. Demonstrates the knowledge and skills necessary to communicate, educate and assists in the provision of a safe and therapeutic environment for all age groups served.
 - Adults
 - Geriatrics
 - Adolescents
 - Pediatrics
21. Able to cope and remain calm in escalating situations.
22. Consistently demonstrates compliance with organizational-wide competencies and criteria based on established quality indicators.
23. Moves heavy equipment and furniture.
24. Obtains help when needed; able to use radio to communicate.
25. Maintains a safe working environment.
26. Prevents losses and damage by reporting irregularities and informing violators of policy and procedures.
27. May be required to actively restrain a combative patient for treatment and/or the safety of others.
28. Responds to other hospital emergencies.
29. Responsible for ensuring the safety and protection of employees, visitors, and associated property.
30. Other duties as assigned.
31. Can perform all the standard job requirements.
32. Meets the qualifications as set forth herein.

Approved by:

	Plant Operations and Life Safety Manager	
(Supervisor – Signature)	(Title)	(Date)
	Human Resources Manager	
(Human Resources– Signature)	(Title)	(Date)

Receipt and Acknowledgment:

I acknowledge and understand that:

- This job description, and receipt and acknowledgment of this job description, does not imply or create a promise of employment or employment contract of any kind. I understand and acknowledge that my employment with Pagosa Springs Medical Center is “at will” and may be terminated by me or the employer at any time with or without cause.
- The job description provides a general summary and requirements of the position in which I am employed. At this time, I know of no limitations which would prevent me from performing these functions with or without accommodation. I further understand that it is my responsibility to inform my supervisor if, at any time, I am no longer qualified for my position and/or unable to perform the job requirements or essential functions of my job.
- Positions, job descriptions, duties, tasks, work hours, work requirements and qualifications may be changed at any time at the discretion of Pagosa Springs Medical Center.

- Acceptable job performance requires: (a) proper compliance with and completion of all aspects of the job description; and (b) compliance with PSMC policies, procedures, rules and directives.
- I have read PSMC values (WISER) and understand them.
- I have read and understand this job description.

(Print Employee Name)	(Employee Signature)	(Date)