



Bond Community Health Center, Inc.

JOB DESCRIPTION

POSITION: Security Officer

DEPARTMENT: Risk Management

REPORT TO: Chief Compliance Officer/Risk Manager

COORDINATES WITH: All Staff

POSITION SUMMARY: Bond CHC Security Officer is responsible for enhancing the safety and security of Bond CHC staff, patients, and visitors. This position will work towards minimizing the risk of loss to Bond CHC property.

ESSENTIAL DUTIES:

- Address security and safety issues concerning patients, visitor, and staff.
- Report and investigate all security occurrences that involve patients, visitors, staff, and property.
- Assist with the removal of patients when behavior is inappropriate within the Center and engage law enforcement as necessary.
- Provide access control as appropriate to sensitive areas as defined by each facility.
- Develop, implement and monitor Bond CHC security services.
- Participates in establishing policies and procedures related to Security and each facility.
- Assist in developing emergency procedures in conjunction with local fire and law enforcement agencies.
- Provide for escorting staff to vehicles or other areas after hours.
- Provide a mechanism for deterrent of crime by being visible and accessible throughout the Center. Investigate and report incidents and occurrences to the Chief Compliance Officer / Risk Manager.
- Maintain log of Patients and Guest in and out of Building Proper.
- Maintain log of all security incidents and daily log of activities.
- May be asked to provide safety training to Bond CHC staff during training days. Communicate activities with other security staff.
- Assists with various courier duties within and between Bond CHC facilities, including cash handling and bank deposits.

EDUCATION & QUALIFICATIONS:

- Associates degree in related field required and/or equivalent experience.
- 3-5 years of experience in law enforcement or related field.

JOB KNOWLEDGE, SKILLS AND ABILITIES:

- Must possess strong communication skills, both verbal and written.
- Must have strong decision making skills, apply sound judgment and exercise discretion.
- Must have ability to diffuse difficult situations in a controlled manner.
- Ability to maintain effective working relationships with the staff, patients, and visitors.
- Ability to work independently.
- Ability to maintain confidentiality.

PHYSICAL DEMANDS / WORKING CONDITIONS

- Heavy lifting, standing for long periods, stooping and operation of heavy equipment.

SUPERVISION RECEIVED:

- Chief Compliance Officer/Risk Manager and/or designee

COMPLEXITY:

- Must have the ability to diffuse difficult visitors and patients within the Center.

INTERPERSONAL CONTACTS:

- All sites, departments and outside contractors.

RESPONSIBILITY FOR CONFIDENTIAL MATTERS:

- Requires constant knowledge of and access to sensitive medical and personal information of patients. Expected to follow BCHC's confidentiality procedures as noted in the Employee Personnel Policies and Procedures.

HOURS OF WORK: 40 hours per week and as needed.-

SALARY RANGE: As specified in the Notice of Hire

Employee Name (Please Print): _____

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____