



Provincial Job Description

TITLE:
(166) Security Officer

PAY BAND:
11

FOR FACILITY USE:

SUMMARY OF DUTIES:

Provides for the safety and protection of the facility and grounds, as well as clients, staff and public utilizing the facility.

QUALIFICATIONS:

- ◆ Grade 12 plus
- ◆ International Association for Healthcare Security and Safety certificate

KNOWLEDGE, SKILLS & ABILITIES:

- ◆ Basic computer skills
- ◆ Interpersonal and communications skills
- ◆ Ability to work independently
- ◆ Ability to deal with aggressive/violent individuals
- ◆ Valid drivers license

EXPERIENCE:

- ◆ Previous: No previous experience.

KEY ACTIVITIES:

A. Provide Security for Staff, Patients, Clients and Visitors

- ◆ Guards patients, helps to locate missing or wandering patients.
- ◆ Guards lock-up areas, where required.
- ◆ Responds to incidents that occur which may result in injury to persons.
- ◆ Defuses violent or aggressive situations.
- ◆ Restrains combative patients.
- ◆ Ensures patient census is accurate.

B. Protect / Secure Facility and Property

- ◆ Monitors security cameras.
- ◆ Secures entrances and offices throughout the facility.
- ◆ Patrols grounds to deter theft, vandalism, illegal parking and damage.
- ◆ Apprehends and detains suspects.
- ◆ Ensures safety of the hospital and outlying buildings.
- ◆ Monitors suspicious activities.
- ◆ Responds to all emergencies.
- ◆ Escorts staff moving cash.
- ◆ Manages key control procedures.
- ◆ Unlocks and locks all doors at regular intervals.
- ◆ Enforces parking regulations and control.

C. Related Key Work Activities

- ◆ Liaises with various professional and community groups (e.g., police, fire department).
- ◆ Documents incidents and activities (e.g., patient activity logs)
- ◆ Reports incidents to police, agency and/or department, when required.
- ◆ Issues parking passes, tickets, lockers, keys.
- ◆ Counts cash, where required by the job.
- ◆ Performs photo identification checks.
- ◆ Delivers and picks up medications.
- ◆ Admits/discharges bodies from the morgue.
- ◆ Completes maintenance requisitions.
- ◆ Monitors fire systems and checks fire equipment (e.g., extinguishers).
- ◆ Assists with Emergency Preparedness Plan.
- ◆ Calls codes during emergencies.
- ◆ May show others how to perform tasks or duties by familiarizing new employees with the work area and processes.

The above statements reflect the general details considered necessary to describe the principal functions of the job and shall not be construed as a detailed description of all related work assignments that may be inherent to the job.

Any revisions of this document recommended by the Joint Job Evaluation Maintenance Committee must be approved by the Parties.

Validating Signatures:

CUPE:

SEIU:

SGEU:

SAHO:

Date: 2005

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