



# *Provincial Job Description*

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***TITLE:***  
**(166) Security Officer**

***PAY BAND:***  
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***FOR FACILITY USE:***

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***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:***

- ◆ Security Officer Applied certificate

***KNOWLEDGE, SKILLS & ABILITIES:***

- ◆ Basic computer skills
- ◆ Interpersonal skills
- ◆ Communications skills
- ◆ Ability to work independently
- ◆ Ability to deal with aggressive/violent individuals
- ◆ Valid driver's license

***EXPERIENCE:***

- ◆ Previous: No previous experience.

## ***KEY ACTIVITIES:***

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

- ◆ Guards and observes patients, helps to locate missing or wandering patients.
- ◆ Guards lock-up areas.
- ◆ 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.
- ◆ Provides assistance to the safe drive/safe walk programs.

### **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, removes and documents contraband.
- ◆ Removes and catalogues dangerous weapons.
- ◆ 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.
- ◆ Provides daily and pre-landing inspections of heliport.

### **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.
- ◆ 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.*

***Validating Signatures:***

***CUPE:***

***SEIU:***

***SGEU:***

***SAHO:***

***Date: February 13, 2018***