

**MUNSON HEALTHCARE MANISTEE HOSPITAL
JOB DESCRIPTION**

TITLE: Security Officer
Job Code:
Work Comp Code:

FSLA: Non-Exempt
GRADE: NUH
DATE: 01/19

DEPARTMENT: Safety and Security

GENERAL SUMMARY:

Reporting to the Manager – Safety and Security, the Security Officers at Munson Healthcare Manistee Hospital (MHMH) ensure a safe and secure environment for all who are present on the MHMH campus: patients, visitors and staff. Officers provide a security presence throughout the facility to maintain order, monitor activity, to identify and report potential risks, prevent accidents and/or injuries and to deter harmful activity such as theft, vandalism and violence. Security Officers contribute to maintaining a positive environment through consistent high-quality customer interaction and service.

MINIMUM KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

1. High school diploma or GED.
2. At least 21 years of age
3. -Prefer knowledge and experience gained by working in positions involving security, safety, Hospital, fire rescue.
4. Must possess a valid Michigan driver's license.
5. Must be able to use a personal computer as a primary method of written communication, create reports, etc.
6. Ability to work as a team and work well with the public
7. Ability to maintain high confidentiality and demonstrate a professional demeanor at all times and be able to interact and communicate respectfully with all individuals.
8. Ability to independently manage multiple tasks and priorities with minimal supervision.
9. Ability to work cooperatively with employees in all departments and at all levels of authority.
10. Assists with and participates in Safety meetings on a regular basis.
11. Assists with ongoing Hospital-wide Safety training.
12. Must be able to assist emergency response and medical personnel with safely maneuvering persons who may be angry, hostile, combative, intoxicated, or unconscious; may be required to restrain someone with assistance.
13. Must be able to observe/detect/identify individuals, safety hazards, and criminal elements within their patrol areas.
14. Must understand and follow Munson Healthcare Manistee Hospital policies, procedures while maintaining organizational goals and values

PHYSICAL REQUIREMENTS

1. Ability to stand and walk for extended periods of time (may be required to patrol hospital campus throughout assigned shift).
2. Regularly required to ascend and descend multiple flights of stairs as part of their routine patrol.
3. Ability to move departmental equipment such as barricades and fire extinguishers from one location to another.
4. Must be able to sit at a desk and operate computer equipment for extended periods of time.
5. Must have the ability to routinely lift up to 50 pounds.
6. Ability to work more than 40 hours per week on an intermittent basis.

TRAINING REQUIREMENTS

Must complete the following training as determined by manager:

1. Munson Healthcare Manistee Hospital Human Resource Safety Training
2. Comprehensive Security orientation
3. New employee hospital orientation
4. Obtain CPR and AED (infant and adult) certification
5. Helipad Operational Safety training
6. Hazardous materials and spill response training
7. CPI and APT training
8. Restraint training
9. May become IAHS certified as required by manager

Any other required training as determined by manager on an ongoing basis.

SECURITY OFFICER EXPECTATIONS

Contributes to making this a great place to work every day by maintaining a positive attitude and respectful communication.

Supports the Mission, Vision and Values of Munson Healthcare, True North, and Safe team – Safe Care.

Embraces and supports the continuous quality improvement philosophy of Munson Healthcare including helping to improve safety of the environment, for self and coworkers, and for patients.

Supports Munson Healthcare Manistee Hospital's Safety and Security plans.

Demonstrates knowledge in areas concerning the safety of employees, patients and visitors in accordance with The Joint Commission standards, MIOSHA standards and NFPA regulations, DOT, EPA, etc.

Recognizes safety as a self-responsibility. Performs job duties safely always, utilizing proper body mechanics, transferring / lifting techniques, and CPI team concepts when physical intervention is necessary.

Knows the physical requirements of the job and works within those guidelines. The position requires standing and patrolling for a good portion of each shift. Security personnel are regularly required to ascend and descend multiple flights of stairs as part of their routine patrol and move departmental equipment such as barricades and fire extinguishers

The Position is physically demanding in dealing with combative individuals, de-escalation strategies and physical intervention as a last resort. Specialized hospital-specific training in these areas is provided by certified CPI and Advanced Physical Training certified Munson personnel.

Recognizes the need for use of personal protective equipment (PPE) and uses when necessary and required.

POPULATIONS SERVED COMPETENCIES, INCLUDING AGE OF PATIENTS SERVED

Cares for patients in the age category(s) checked below:

- | | |
|--|---|
| <input type="checkbox"/> Neonatal (birth-1 mo) | <input type="checkbox"/> Young adult (18 yr-25 yrs) |
| <input type="checkbox"/> Infant (1 mo-1 yr) | <input type="checkbox"/> Adult (26 yrs-54 yrs) |
| <input type="checkbox"/> Early childhood (1 yr-5 yrs) | <input type="checkbox"/> Sr. Adult (55 yrs-64 yrs) |
| <input type="checkbox"/> Late childhood (6 yrs-12 yrs) | <input type="checkbox"/> Geriatric (65 yrs & above) |
| <input type="checkbox"/> Adolescence (13 yrs-17 yrs) | <input type="checkbox"/> All ages (birth & above) |
| <input checked="" type="checkbox"/> No direct clinical contact with patients | |

APPROVALS:

DEPARTMENT: _____ DATE: _____

HUMAN RESOURCES: _____ DATE: _____

The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements.