

Vacancy Announcement #17-131

Position: Healthcare Security (3)
(Non-exempt)

Salary: Grade Level 5/0
(\$17,877 per annum)

Program: IHS Security
Location: Pine Ridge, So. Dak.

Opening Date: November 6, 2017

Closing Date: November 20, 2017

General Description of Duties:

Protection of Life and Property of all persons on Government premises, protection completed through physical prevention activity patrols of government buildings, grounds & property to prevent fire, criminal violations, and unauthorized intrusions, access control and compliance with established rules and procedures.

Officers will respond to security incidents and service related requests and other needs of contracted services for personnel, visitors and others utilizing the facilities, property or housing areas.

Specific Duties:

1. Provides a visible deterrence to crime and prohibited activities by patrolling the buildings, housings and property.
2. Responds quickly and effectively to emergent and nonemergent situations.
3. Ensures only authorized personnel are admitted onto the property.
4. Escort visitors, personnel and others utilizing services to and from parking areas, upon request.
5. Assists motorists who become stranded on the property.
6. Performs all aspects of care and service in an environment that optimizes safety.
7. Maintains current information in lost and found instances. Notifies individuals when items reported as missing are located.
8. Investigates incidents of unusual circumstances reported by personnel, visitors, physicians or patients and reports all incidents, verbally or through incident form, by the end of each shift.
9. Writes accurate, clear and legible incident reports and documents investigatory steps and results.
10. Responds to emergency calls for assistance to control disorderly conduct or combative patients including assisting patient care staff in restraining patients.
11. Patrols buildings and grounds; inspects doors, windows and locks to determine level of security.
12. Patrols parking areas to detect any irregularities.

13. Inspects outgoing parcels as necessary to prevent theft of government property.
14. Reports all safety and fire hazards observed on routine patrols and inspections.
15. Assists and gives courteous responses to any inquiries made.
16. Monitors the hospital using electronic security equipment (closed-circuit television, alarms, etc.)
17. Provides transports of properly cleared Mental Health Patients to proper receiving facilities and transitions them to the receiving Facility Service Providers.
18. Provides all pertinent requirements for contract compliance as directed by the Security Director.
19. Enforces all hospital policies and procedures as assigned by administration and the Security Director.
20. Effectives in gauged utilizing Performance Monitors, therefore, officers participate in performance improvement activities.
21. Demonstrates knowledge of the principles of Proper Security work in a Healthcare Environment, in accordance with training and governing Hospital Policies and standards.
22. Provides all required services when assigned to the communication center, i.e., answering telephone, monitoring CCTV, alarms, security, EMS & Maintenance etc. competently and efficiently
23. Performs all other responsibilities as directed.
16. Experience in Healthcare Security preferred, but not required.
17. Pre-employment and on-going Compliance with Tribal Drug Testing Requirements
18. Ability to communicate effectively in English, both verbally and in writing.
19. Additional languages preferred, but not required
20. Basic computer knowledge.
21. Knowledge of investigative procedures.
22. Focus of Prevention and Deterrence of Illegal Activities and adherence to Governing Rules
23. Preventing and De-escalating violent situations.
24. Implementing Infant/child abduction and protection mechanisms.
25. For physical demands of position, including vision, hearing, repetitive motion and environment, additional information will be provided upon request. Reasonable accommodations **may be made** to enable individuals with disabilities to perform the essential functions of the position without compromising client care.

Requirements and Knowledge:

1. Adheres to dress code, appearance is neat and clean.
2. Satisfactory Completion of IAHS Basic Security Officer Training Certification
3. Completes annual education requirements.
4. Maintains regulatory requirements.
5. Maintains patient and personnel confidentiality at all times.
6. Reports to work on time as scheduled, completes work within designated time.
7. Wears identification while on duty.
8. Uses computerized time keeping system correctly.
9. Completes in-services and returns in a timely fashion.
10. Attends annual review and department in-services, as scheduled.
11. Attends staff meetings.
12. Represents the organization in a positive and professional manner
13. Completes adequately Communications requirements when assigned to dispatch
14. Complies with all organizational policies regarding ethical business practices.
15. Communicates the mission, ethics and goals of the facility, as well as the focus statement of the department

Qualifications:

1. High school graduate or GED equivalent.
2. 19 Years of age or older
3. Valid South Dakota Driver's License required
4. Must possess and maintain a satisfactory Tribal Background for employment
5. No Alcohol Related ARRESTS for 6 months
6. No misdemeanor convictions in past one (1) year (excluding minor traffic violations)
7. No Felony Convictions

How to Apply:

Submit a complete OST Application for Employment to the OST Human Resource Department no later than 4:30 p.m. of the closing date. Mail in applications postmarked on the closing date will be accepted. Attach all pertinent documentation, i.e., copy of High School diploma or GED certificate, copy of official college transcripts and/or college degree, certificate of Indian Blood if claiming Indian Preference and DD214 if claiming Veteran's Preference. **(INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED)**

Notice:

"Applicants tentatively selected for positions with the Oglala Sioux Tribe will be required to submit to screen for illegal drug use prior to appointment. Appointment to the positions will be contingent upon a negative drug test result."

In accordance with OST Ordinance 90-12 and 91-01, record checks will be done on those individuals applying for positions requiring working with children.