



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:

- ◆ 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/observes patients and helps to locate missing or wandering patients.
- ◆ Guards lock-up areas.
- ◆ Responds to incidents and defuses violent or aggressive situations.
- ◆ Restrains combative individuals.
- ◆ Ensures patient census is accurate.
- ◆ Escorts clients/patients/staff/visitors as required (e.g., safe drive/safe walk programs, staff moving cash/medications).

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 (e.g., responding to overdoses on SHA property).
- ◆ 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 alarms, 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.
- ◆ Staff welfare checks.

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: November 20, 2024