



# Valley Community Healthcare

## Job Description

**Position:** Security Guard

**Report to:** Facilities Manager

**Hours:** Full time (32 hours per week), evenings and weekends may be required

**FLSA Status:** Non-exempt

### Minimum Qualifications:

Surveillance Skills, Deals with Uncertainty, Judgment, Objectivity, Dependability, Emotional Control, Integrity, Safety Management, Professionalism, Reporting Skills, Organizational skills and able to do it with minimum supervision.

### General Responsibilities:

1. Close the building Monday through Friday. Open the building and close Saturday.
2. Walk the property every hour and as needed.
3. Report any suspicion activities to the management.
4. Other duties as assigned.

### Specifics Duties:

1. Respond to building emergencies such as fires, medical emergencies, and power failure.
2. As Valley Community Healthcare security guard will work to help patients and employees to assist them and escort them to their cars if asked.
3. Manage the threat of, and reduce incident of, work place violence from visitors, patients and employees.
4. Maximize the security and safety of our employees, patients, and visitors.
5. Protect our facility's investment in its internal and external property and supplies.
6. Provide peace of mind for our employees, patients, and visitors through a visible, professional security presence.
7. Interact with employees, patients, and visitors, and tenants in friendly but professional manner.
8. Keeping "building" safe

**\*Responsibilities and tasks outline in this document are not exhaustive and may change as determined by the needs of the company.**

**VALLEY COMMUNITY HEALTHCARE IS AN EQUAL OPPORTUNITY EMPLOYER**