

DIVISION SCOPE OF SERVICE

| |
|---|
| Division: FAR WEST |
| Classification: SECURITY GUARD – UNARMED |
| Applicant Name: |
| <p>Security Guard - Unarmed: The Security Guard -Unarmed must have the equivalent qualifications and competencies as employed individuals performing the same or similar services at the facility.</p> <p>Definition of Care or Service: The Security Guard -Unarmed provides excellent customer service for the patients, visitors, and employees of the healthcare facility. They also provide a safe environment in the protection and services to healthcare patients, visitors, employees, medical staff, tenants and all other persons on the hospital campus. Security Guard utilize a systematic integration of personnel, technology and proactive and reactive programs. Scope of Service may include:</p> <ul style="list-style-type: none"> • Provides assistance to customers, employees and visitors in a courteous and professional manner. • Makes routine and random patrols of the hospital buildings and grounds • Maintains daily log, documenting unusual activities during shift including unlocking secured areas after business hours • Performs security patrols of designated areas on foot or in vehicle • Watches for irregular or unusual conditions that may create security concerns or safety hazards. • Investigates and prepares reports on accidents, incidents, and suspicious activities. Maintains written logs as required by the post. • Demonstrates Clinical and Service excellence behaviors to include HCA code of conduct core fundamentals in daily interactions with patients, families, co-workers and physicians. |
| <p>Setting(s):</p> <ul style="list-style-type: none"> • HCA entities including healthcare facilities, free standing ED, Imaging Centers, HCAPS, Data Centers, Warehouses, etc. |
| <p>Supervision: Chief Operating Officer, Vice President of Operations or designee</p> |
| <p>Evaluator: Hospital Director/ Manager (e.g. Facilities Mgmt, Safety & Security, Human Resources)</p> |
| <p>Tier Level: 2</p> |
| <p>Qualifications:</p> <ul style="list-style-type: none"> • High school diploma or GED • HIPAA training • Criminal background check - Not convicted of a crime related to violence/ moral turpitude • Not listed on the Violent sexual offender/ predatory registry <p>NOTE: Where education may not be defined in qualifications area of the Scope, HCA requires the highest level of education completed (not training or courses) confirmed on your background check.</p> |

DIVISION SCOPE OF SERVICE

California State Requirements:

- A security guard must have in his/her possession a valid security guard registration or a screen-print of the Bureau's approval from the Bureau's web site at www.bsis.ca.gov, along with a valid photo ID.

Nevada State Requirements

- Obtain a work card at <https://nevadapilb.glsuite.us/>

Other Requirements:

- This position requires an individual to be able to stay on his or her feet for eight consecutive hours, walk long distances up to five miles per day, climb four flights of stairs and have the physical strength to confront whatever situation is unfolding, and the ability to lift up to 50 pounds.

Experience:

-

Competencies:

- Excellent customer service skills
- Knowledge of basic security principles.
- Skill in presenting oneself as being of high quality character.
- Skill in remaining courteous in difficult situations.
- Skill in communicating clearly and effectively in English.
- Skill in writing clear, concise, and comprehensive reports.
- Ability to remain in good physical condition to respond to daily rigors of the job.
- Ability to operate electronic security equipment.
- Required immunizations per divisional requirements
- Skill in de-escalation

References:

California State Requirements - http://www.bsis.ca.gov/forms_pubs/guard_fact.shtml

Nevada State Requirements - <https://nevadapilb.glsuite.us/>

Your signature confirms you will be able to comply with the Qualifications and Competencies listed within this Scope of Service and that you will confirm education via your background check.

Applicant Printed Name: _____

Signature: _____

Date: _____