

**SIKSIKA HEALTH SERVICES
SECURITY OFFICER
Job Description**

General Statement of Duties:

The Siksika Health Security Officer is responsible for securing all Siksika Health facilities and surrounding areas and must ensure that visibility within the public areas of the facilities to reduce loss or damage to the property and will facilitate the orderly course of conduct.

Supervision Received:

Siksika Health Services Security Team Leader

Supervision Exercised:

No supervision exercised.

Duties and Responsibilities (include but are not limited to the following):

- Will be responsible to complete and provide daily reports (patrol logs) and incident reports when required.
- Will be responsible to ensure that all criminal related incidents are reported to the proper authorities within the Siksika jurisdiction.
- Will be responsible to ensure that all incidents are reported to the Corporate Executive Officer, in the absence of the Siksika Health Security Team Leader.
- Will be required to network and work cooperatively with other external Siksika Nation Security Services, RCMP or other authorized policing agencies for Siksika.
- Will be responsible for ensuring that all communications systems (two-way radios, etc..) and equipment are operational and properly maintained during shifts and report any problems as such to the Security Services Team Leader.
- Will be responsible for maintaining and promoting the integrity of the Siksika Health Services Security services.
- Will be responsible for ensuring all Siksika Health services facilities and surrounding property, including Health Services vehicles are secure during assigned shifts.
- Will be at times required to reasonable steps to identify and detain persons found committing criminal acts within Siksika Health facilities.
- Will be required to learn and implement the Fire Safety procedures of each facility and to assist if needed in vacating the facilities of all persons to a safe area.
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- Will be required to prepare statements for use by the local police services for any criminal activity witnesses and may be required to attend court as a witness.
- Will complete other duties delegated by the Corporate Executive Officer as needed.

Employment Qualification:**Education**

- Certificate in Security Services and minimum grade 10 level education or equivalent – CPR Level "C" class certification at a minimum.

Experience:

- Experience in the DOT program would be an asset.
- Must have minimum one (1) year experience presenting before groups of people.
- Must have two (2) years previous experience with Security Operations

Knowledge, Skills and Abilities:

- Knowledge of Siksika Health services facilities and properties.
- Must be able to provide good leadership and organizational skills.
- Must be able to follow written and verbal instructions.
- Must be able to communicate effectively both verbally and in writing.
- Must have good public relations skills.
- Must be able to develop effective reports, analyses, briefing notes and presentations.
- Must be in good physical condition.
- Knowledge of computers

Other Requirements:

- Driver's license
- Criminal Record clearance
- Moderate ability to speak an Indigenous language and knowledge of Indigenous culture.
- Moderate knowledge of the philosophy and issues regarding the delivery of First Nation health care.

Working Conditions:

Rotating Shift Work based on eight (8) hour shifts.

As a staff member of an organization involved in accreditation, the incumbent is required to participate fully in the accreditation process which will involve being assigned to a self-assessment team, completing the self-assessment process, and addressing recommendations in the accreditation report.

Siksika Health Services acknowledges the importance of promoting a safe environment for clients/residents and employees within the organization, therefore all employees are responsible to follow safety guidelines and policies as a means of reducing risk and fostering attention to continuous quality improvement.

I have read the job description and understand the duties to be performed.

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| Employee Name and Signature: | Date: |
| Reviewed and approved by HR Officer, Name and Signature: | Date: |
| Reviewed and approved by the CEO, Name and Signature: | Date: |