



THE EASTERN REGIONAL HEALTH AUTHORITY

POSITION DESCRIPTION

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| 1. JOB TITLE SUPERVISOR-SECURITY SERVICES | 2. DIVISION SANGRE GRANDE HOSPITAL ST. ANDREW ST. DAVID NARIVA/MAYARO | 3. DEPARTMENT SECURITY SERVICES |
| 4. ORGANISATIONAL RELATIONSHIP The Supervisor-Security Services will report to the Manager-Security Services. | | 5. NATURE & SCOPE The Supervisor-Security Services is responsible for ensuring the protection of staff, patients visitors, property, information and the image of the Authority. |
| 6. SPECIFIC ACCOUNTABILITIES The Supervisor-Security Services: <ul style="list-style-type: none"> □ Assists in the implementation and ensures compliance of Authority’s Security Policies and Procedures within the assigned unit. □ Coordinates the required/necessary services to ensure efficiency and safety at public gatherings. □ Assists in the response to disasters as required. □ Conducts investigations and provides reports as assigned by the Manager-Security Services in keeping with the established timelines and standards. □ Monitors and reports on contractors performance to ensure efficient delivery of agreed service as tasks within the framework of the contract. □ Ensures the functionality of all CCTV Cameras and provides any electronic recordings as required. □ Assists in the resolution of conflicts through personnel intervention to achieve mutual understanding. □ Maintains a good working relationship with stakeholders to ensure that security goals are achieved. (contractors, law enforcement agencies and trade unions). □ Conducts security risk assessment at different ERHA facilities in order to detect any vulnerability and take corrective action. □ Responds to all security infractions in accordance with ERHA’s policies/procedures/guidelines and Standard Operating Procedures, e.g.; bomb threats, larceny and other reports of crime. □ Addresses any concerns regarding security personnel by Manager-Hospital Administration/Area Administrative Officers and provides updates and reports as requested. □ Assists in the orientation of Training of all Security Personnel in the assigned unit □ Performs any other related duties as required. | | |
| 7. KEY KNOWLEDGE, SKILLS AND ABILITIES <ul style="list-style-type: none"> □ Proficient Security training in the field of Private Security. □ Conflict resolution and report writing skills. □ Ability to work in a hostile environment and/or unionized environment. □ Ability to conduct security investigations and risk assessment. □ Ability to conduct security interviews with victims and alleged perpetrators. □ Ability to communicate effectively, both orally and in writing. □ Ability to establish and maintain good working relationships staff and the public □ Ability to use Microsoft Office Suite | | |
| 8. MINIMUM TRAINING AND EXPERIENCE <ul style="list-style-type: none"> □ Diploma in Security Administration Management. □ A minimum two (2) years’ experience in a position of corporal or sergeant in a recognized security establishment. □ Five (5) years’ experience in the field of security in a military or quasi – military organization. □ | | |
| 9. SUPERVISORY RESPONSIBILITIES <ul style="list-style-type: none"> □ Not Applicable | | |

10. COMMUNICATION AND WORKING RELATIONSHIP

Internal:

- Medical Director
- County Medical Officer of Health
- General Manager-Operations
- Manager-Hospital Administration
- Manager-Security Services
- Manager-Para Clinical Services
- Area Administrative Officer
- Hospital Nursing Manager
- Facility Coordinator
- All Heads of Department

External:

- Supervisor of Security Contracts firms.
- Law Enforcement Personnel
- Security Suppliers
- Other Security Professionals