



## THE EASTERN REGIONAL HEALTH AUTHORITY

### POSITION DESCRIPTION

<b>1. JOB TITLE</b> SUPERVISOR-SECURITY SERVICES	<b>2. DIVISION</b> SANGRE GRANDE HOSPITAL ST. ANDREW ST. DAVID NARIVA/MAYARO	<b>3. DEPARTMENT</b> SECURITY SERVICES
<b>4. ORGANISATIONAL RELATIONSHIP</b> The Supervisor-Security Services will report to the Manager-Security Services.		<b>5. NATURE &amp; SCOPE</b> The Supervisor-Security Services is responsible for ensuring the protection of staff, patients visitors, property, information and the image of the Authority.
<b>6. SPECIFIC ACCOUNTABILITIES</b> The Supervisor-Security Services: <ul style="list-style-type: none"> <li>□ Assists in the implementation and ensures compliance of Authority’s Security Policies and Procedures within the assigned unit.</li> <li>□ Coordinates the required/necessary services to ensure efficiency and safety at public gatherings.</li> <li>□ Assists in the response to Disasters as required.</li> <li>□ Conducts investigations and provides reports as assigned by the Manager-Security Services in a timely manner in keeping with the established standards.</li> <li>□ Monitors and reports on Contractors Performance to ensure efficient delivery of agreed service as tasks within the framework of the contract.</li> <li>□ Ensures the functionality of all CCTV Cameras and provides any electronic recordings as required.</li> <li>□ Assists in the resolution of conflicts through personnel intervention to achieve mutual understanding.</li> <li>□ Maintains a good working relationship with stakeholders to ensure that security goals are achieved. (contractors, law enforcement agencies and trade unions).</li> <li>□ Conducts Security Risk Assessment at different ERHA facilities in order to detect any vulnerability and take corrective action.</li> <li>□ 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.</li> <li>□ Address any concerns regarding security personnel by Manager-Hospital Administration/Area Administrative Officers and provides updates and reports as requested.</li> <li>□ Assists in the orientation of Training of all Security Personnel in the assigned unit</li> <li>□ Performs any other related duties that may be assigned by the Manager-Security Services.</li> </ul>		
<b>7. KEY KNOWLEDGE, SKILLS AND ABILITIES</b> <ul style="list-style-type: none"> <li>□ Proficient Security training in the field of Private Security.</li> <li>□ Conflict resolution and report writing skills.</li> <li>□ Ability to work in a hostile environment and/or unionized environment.</li> <li>□ Ability to conduct security investigations and risk assessment.</li> <li>□ Ability to conduct security interviews with victims and alleged perpetrators.</li> <li>□ Ability to communicate effectively, both orally and in writing.</li> <li>□ Ability to establish and maintain good working relationships staff and the public</li> <li>□ Ability to use Microsoft Office Suite</li> </ul>		
<b>8. MINIMUM TRAINING AND EXPERIENCE</b> <ul style="list-style-type: none"> <li>□ Diploma in Security Administration Management.</li> <li>□ A minimum two (2) years’ experience in a position of corporal or sergeant in a recognized security establishment.</li> <li>□ Five (5) years’ experience in the field of security in a military or quasi – military organization.</li> <li>□ Police certificate of good character</li> </ul>		

**9. SUPERVISORY RESPONSIBILITIES**

- 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