



THE EASTERN REGIONAL HEALTH AUTHORITY

POSITION DESCRIPTION

1. JOB TITLE SUPERVISOR-SECURITY SERVICES	2. DIVISION SANGRE GRANDE HOSPITAL CAMPUS ST. ANDREW ST. DAVID NARIVA/MAYARO	3. DEPARTMENT SECURITY SERVICES
4. ORGANISATIONAL RELATIONSHIP The Supervisor-Security Services will report directly to the Manager-Security Services and indirectly to the Manager-Hospital Administration at the Sangre Grande Hospital Campus and the Area Administrative Officer within the County.		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: ❑ 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 ❑ 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 ❑ Training as evidence by a 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 ❑ 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
- ☐ Nursing Administrator II
- ☐ Facility Coordinator
- ☐ All Heads of Department

External:

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