THE EASTERN REGIONAL HEALTH AUTHORITY

POSITION DESCRIPTION

1. JOB TITLE	2. DIVISION	3. DEPARTMENT
SUPERVISOR-SECURITY SERVICES	❑ SANGRE GRANDE HOSPITAL CAMPUS ❑ ST. ANDREW ST. DAVID ❑ NARIVA/MAYARO	SECURITY SERVICES

4. ORGANISATIONAL RELATIONSHIP	5. NATURE & SCOPE
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.	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-Primary Health Care Services
- 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