



**POSITION TITLE:** Armed Security Officer

**NATURE OF POSITION:** The Armed Security Officer will protect people and facilities by patrolling areas, responding to incidents and ensuring safety. In addition, this position is responsible for emergency preparedness drills and documentation.

**MINIMUM QUALIFICATIONS:**

- Training, experience and/or certification in healthcare safety, security and/or law enforcement is preferred.
- Possess a valid driver's license.
- Must be at least 21 years of age.
- Must have or be able to obtain Oklahoma Licensing as an armed private security officer.
- Associate's degree and/or prior law enforcement experience for this position is preferred.
- Extensive knowledge of fire prevention, safety, and security operations.
- Excellent verbal and written communication skills.
- Strong analytical and problem-solving skills.
- Proficient with use of computer and mobile device applications to include Microsoft related software.
- Must be willing to travel to various clinic locations.

**PHYSICAL REQUIREMENTS:**

- Must be able to sit for prolonged periods of time.
- Must be able to lift up to 50 pounds at times.

**RESPONSIBILITIES:**

- Carry a firearm while on duty.
- Conduct regular patrol of clinic premises, to deter and detect any suspicious activity.
- Monitor surveillance cameras and alarm systems.
- Ensure premises are secured.
- Respond promptly to security alarms and emergency situations, including medical emergencies, disturbances, and threats to safety.
- Use appropriate de-escalation and mediation techniques and, if necessary, the use of force per security protocol.
- Detain or escort individuals who pose a threat or are involved in criminal activities until law enforcement arrives.
- Maintain detailed and accurate reports of all incidents, actions taken, and observations.
- Coordinate and carries out emergency drill protocols, safety, and security operations of the organization.
- Works closely with other departments to assure the safety of property, assets, and people in the organization.
- Is knowledgeable of disaster and/or crisis preparedness plans and protocols.
- Coordinates with local law enforcement and safety staff as required to support and/or conduct investigations and prosecutions.

- Conducts inspections to identify fire, safety, and security risks; recommends and implements solutions pursuant to the EOC quarterly walkthrough inspection duties and schedule.
- Drafts and submits reports, quotes and work orders related to fire, safety, and security operations.
- Aid patients, staff and visitors in a courteous and respectful manner.
- Performs other related duties as requested and or assigned by the Director of Security

#### **ORGANIZATION:**

- Exhibits enthusiasm, a positive attitude, and professionalism in the workplace
- Handles personal conflict and works through it at the lowest possible level (first with party/parties involved, then, if necessary, with 3rd party mediation)
- Displays a friendly manner and is easy to approach.
- Maintains a neat, clean, well-groomed, appearance and dresses in accordance with the dress code policy.
- Leaves personal problems out of the workplace.
- Treats all co-workers with dignity and respect.
- Abstains from gossip in the workplace.
- Arrives on time and works through designated hours.
- Completes tasks effectively, accurately and on time.
- Demonstrates little or no absenteeism/follows leave guidelines.
- Follows designated line of support.
- Display a willingness and flexibility to respond to unusual job-related demands.
- Manages time well.
- Recognizes and assists others in the work of the department, even though the work may be outside of regular duties.
- Shares equally in the workload of the department
- Works cooperatively with all team members and departments
- Works independently requesting assistance from supervisor only as needed.
- Abstains from criticizing COFMC, colleagues and supervisors.
- Demonstrates loyalty to COFMC, colleagues and supervisors.
- Demonstrates support of the mission and vision of COFMC
- Accepts and participates in cross training.
- Takes initiative to identify skill development needs.
- Performs other duties as assigned.