



Heart of Ohio Family Health Centers
Job Description
Security Guard

Summary: This position supports the Organization in the following manner:

- **Security Guard** needed to undertake the surveillance of our premises and protection of our staff and visitors. Responsible for detecting any suspicious behavior and preventing vandalism, thefts or other criminal behavior.

- Security Guard must be well-trained in surveillance and dealing with perpetrators. The ideal candidate will inspire respect and authority as well as possess a high level of observation.

- The goal is to help the organization in maintaining excellent working conditions by keeping our facilities safe and problem-free.

Part Time Position: 7 hours per week

Reports to: COO

Supervises: N/A

Dress Requirement: Security uniform or shirt with kakis/black pants

Work Schedule:

Tuesday and Thursday from 5:30 P.M. to 9:00 P.M

Exempt

Non-Exempt

Job Duties, these are considered essential to the successful performance of this position:

- ✓ Patrol premises regularly to maintain order and establish presence
- ✓ Monitor and authorize entrance of vehicles or people in the property
- ✓ Remove wrongdoers or trespassers from the area
- ✓ Secure all exits, doors and windows after end of operations
- ✓ Check surveillance cameras periodically to identify disruptions or unlawful acts
- ✓ Investigate people for suspicious activity or possessions
- ✓ Respond to alarms by investigating and assessing the situation
- ✓ Provide assistance to people in need

- ✓ Apprehend and detain perpetrators according to legal protocol before arrival of authorities
- ✓ Submit reports of daily surveillance activity and important occurrences

Job Qualifications (Experience, Knowledge, Skills and Abilities)

- ✓ High School diploma is required
- ✓ Registered as a security guard
- ✓ Proven experience as security guard
- ✓ Knowledge of legal guidelines for area security and public safety
- ✓ Familiarity with report writing
- ✓ Excellent surveillance and observation skills
- ✓ Tech-savvy with experience in surveillance systems
- ✓ Trained in First Aid/BLS and self-defense
- ✓ Reliable transportation a must
- ✓ Ability to work each evening at a different location
- ✓ Other duties as needed

Equipment Operated:

Telephone	Computer	Surveillance Camera
Surveillance Camera	Copier	Fax machine
Other office equipment as assigned		

Facility Environment:

Heart of Ohio Family Health Centers operates in three locations, 882 S. Hamilton Rd, Columbus, Ohio 43213, 5560 Chantry Drive Columbus, Ohio 43232 and 2365 Innis Rd, Columbus, Ohio 43224. Both facilities are a medical office environment with front-desk reception area, separate patient examination rooms, pharmacy stock room, business offices, hallways and private toilet facilities. Both facilities are on the main ground floor and ADA compliant.

This position’s primary work area is in an office within our facility

The office area is:

- kept at a normal working temperature
- sanitized daily
- maintains standard office environment furniture with adjustable chairs
- maintains standard office equipment; ie, computer, copier, fax machine, etc. at a normal working height

Physical Demands and Requirements: these may be modified to accurately perform the essential functions of the position:

- Mobility = ability to easily move without assistance
- Bending = occasional bending from the waist and knees

- Reaching = occasional reaching no higher than normal arm stretch
- Lifting/Carry = ability to lift and carry a normal stack of documents and/or files
- Pushing/Pulling = ability to push or pull a normal office environment
- Dexterity = ability to handle and/or grasp, use a keyboard, calculator, and other office equipment accurately and quickly
- Hearing = ability to accurately hear and react to the normal tone of a person's voice
- Visual = ability to safely and accurately see and react to factors and objects in a normal setting
- Speaking = ability to pronounce words clearly to be understood by another individual

Indicate Frequency of Factors that Contribute to this Position:

<i>Factor</i>	<i>Frequency</i> , 0 = never, 1 = occasionally, 2 = normally, 3 = often, add explanation where needed
Normal, steady work pace	2
Randomly changing work pace	2
Fast, sometimes chaotic work pace	0
Independent decisions made without supervision	2
Exposure to trauma, grief, death, etc	0
Exposure to disease or bacteria	0
Handles closed containers or vials of patients' bodily fluids or tissues	0
Required to wear safety clothing or equipment	0
Handles money (cash, checks or credit cards)	0
Interacts personally with public	2
Interacts with public via the telephone, letter, or other non-face-to-face measure	1

If you are qualified and interested in this position please submit your resume to jwoodard@hofhc.org.