

## Job Summary

**Order Number:**

NY1370445

**Date Job Order Received:**

05/26/2021

**Number of Openings:**

6

**Company Name:**

Niagara Falls Memorial Medical Center

**Job Title:**

Security Guard

**Minimum Experience Required:**

No experience requirement provided.

**Job Description:**

Niagara Falls. Niagara Falls Memorial Medical Center. Security Guard. PT 30 - 40 hrs.  
NATURE AND SCOPE: The Security Officer maintains responsibility for the protection of the assets of the Niagara Falls Memorial Medical Center, its properties and entities to include property, information, reputation, and people by providing a safe and secure environment. Provides crime prevention, access control, emergency response, and safety surveillance services in their area of responsibility (i.e., their post). ESSENTIAL FUNCTIONS: 1. Performs visual rounds of the buildings and grounds of the Medical Center, Schoellkopf Health Center, Parking Ramp, Medical Office Building, Hamilton B. Mizer Primary Care Center, Medical Center Foundation, and parking areas for the purpose of identifying security violations, potential criminal activity, and/or safety hazards. 2. Documents all activities using the appropriate "Shift Activity Report" or logbook. Completes an Incident Report for any and all circumstance which require Security intervention, a deviation from their normal duties, or has caused Security personnel to be summoned for assistance. 3. It is the responsibility of the Security Officer to report security violations, safety hazards, and unusual conditions to the Security Sergeant on duty, the Director of Security & Safety, or the appropriate Medical Center department (e.g., Maintenance). 4. Retains and demonstrates a working knowledge of current Medical Center and Security Department policies and procedures. 5. Responsible for the safety and timely valet parking service for Hospital patients and visitors, special events, as required. This will include, but not limited to Hospital, Cath Lab, Emergency Department and any other services provided. 6. Uses and maintains portable two way radios, carried in a protective case and attached to the belt. Effectively uses battery chargers to ensure that properly charged batteries are available for oncoming shifts. 7. Responds to all non medical emergencies, such as bomb threats, fire alarms, disturbances, etc. Responds to medical emergencies, i.e., Code Blue in common areas where crowd control may be required. Responds to, and assists with emergency situations in Behavioral Health areas, see 10. 8. Maintains effective communication with the Security Sergeant on duty or Director of Security 9. Detains or executes citizens arrest of persons violating Local, State, and Federal Laws while

on Medical Center or Health Center property, as appropriate per New York State Law. 10. Assists clinical and behavioral health staff in maintaining a safe environment. Assists with the necessary, physical restraint of persons by clinical and/or law enforcement personnel with the minimum physical force required to accomplish this task. 11. Performs Information Desk functions in the absence of a Volunteer. This includes, but is not limited to: answering patient information telephones, utilizing patient information computers to retrieve appropriate information, enforcing visiting regulations and exceptions, maintaining appropriate confidentiality, directing customers to Medical Center departments, and restricting Medical Center access to those with a legitimate purpose to be present on NFMMC property. This position requires diligent safety surveillance during rounds, as well as the responsibility to appropriately investigate and report any risks or hazards to the appropriate persons and/or departments. Performs all duties with regard for the safety of all persons in and around the Medical Center and Schoellkopf Health Center. Subject to a drug screening, medical exam, reference and criminal background check. To apply, contact the employer in person or by email: DeLuke, Renee 621 Tenth St. Niagara Falls, NY 14302 Email: to.Jobs@nfmmc.org

**Job Location:**

Niagara Falls, New York

**Pay:**

\$13.50 Hourly

**Benefits:**

Health Insurance, Dental Insurance, Vacation, Sick Leave, Holidays, Clothing/Uniform Allow

**Hours per Week:**

29

**Duration:**

Part Time, Regular

**Work Days:**

Monday, Tuesday, Wednesday, Thursday, Friday, Saturday, Sunday

**Shift:**

Varies

**Public Transportation:**

Public Transportation is available.

**Minimum Education Required:**

GED

**Driver Licenses, Including Endorsements:**

No Driver License requirements specified.

**How to Apply:**

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Niagara Falls, NY 14302

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