

OMAHA TRIBE OF NEBRASKA

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HUMAN RESOURCES POSITION ANNOUNCEMENT

POSITION: Security Guard
OPENING DATE: December 18, 2015
CLOSING DATE: December 31, 2015
LOCATION: Carl T. Curtis Health Education Center

SUMMARY: Under the direct supervision of the Security Supervisor. To provide protection of the entire Carl T. Curtis Health Education Center building, patients, and employees.

ESSENTIAL DUTIES AND RESPONSIBILITIES: Include the following. Other duties may be assigned.

Tour the building and grounds to protect property, patients, and employees from the danger of accidents, fire, theft, or intrusion.

Incumbent periodically tours building and grounds.

Enforces Health Center Security rules and regulations.

Submits daily log of activities and prepare written reports.

Observes patients and visitors closely, assists all Health Center personnel in restraining disturbed and belligerent patients, and/or visitors.

Performs other duties as assigned.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCAITON and/or EXPERIENCE:

High School diploma or general education degree (GED); or six (6) months related experience and/or training; or equivalent combination of education and experience.

OTHER SKILLS AND ABILITIES:

Must have a valid Driver's license and be insurable with Health Center's insurance.

Must be able to work a twenty-four hour shift.

PLEASE NOT: P.L. 93-638, Indian Preference and Tribal Employment Rights Ordinances, (T.E.R.O.), will be practiced, however, all qualified applicants will be considered.

**Carl T. Curtis Health Education Center
Job Description**

JOB TITLE: Security Guard

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ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Tour the building and grounds to protect property, patients, and employees from the danger of accidents, fire, theft, or intrusion.

Incumbent periodically tours building and grounds, examines doors, locks, and windows to determine that they are secure and not tampered with.

Enforces Health Center Security rules and regulations by patrolling grounds to detect and prevent vandalism and illegal entry. Check unauthorized personnel for questioning, routes or detains them or telephones the police for assistance-according to the circumstances.

Submits daily log of activities and prepare written report of all unusual situations and conditions encountered during tour of duty.

Observes patients and visitors closely, assists all Health Center personnel in restraining disturbed and belligerent patients, and/or visitors.

Performs other duties as assigned.

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