

Grace Hill Health Centers, Inc. is currently accepting applications for the following position:

POSITION TITLE: Security Officer (Part-Time)

STATUS / HOURS: Part-Time/Non-Benefit Positions (Evenings and Weekends as scheduled)

POSITION SUMMARY: The part-time Security Officer is scheduled less than 20 hours per week and covers lunch periods, absences, weekends, and events. This position is responsible for the protection, safeguarding, and security of assets, personnel, clients and all visitors.

POSITION QUALIFICATION REQUIREMENTS

Education: High school diploma or equivalent.

Experience: Three (3) years experience as a Security Guard. Preferably two (2) years experience in health care or related field. Experience with video surveillance preferred.

Skills and Abilities:

1. Good working knowledge of security, safety, and enforcement practices in a business environment.
2. Must be able to communicate effectively both orally and in writing with staff and the public.
3. Takes initiative to identify and solve problems.
4. Ability to perform duties with a professional manner and appearance.
5. Ability to write and investigate required reports.
6. Ability to make independent decision and use good judgment utilizing proper policy and procedures.

Transportation Requirement: Must possess a valid driver's license and automobile with insurance coverage as required by the State of Missouri.

License(s)/Certification(s) Required:

1. Current Security Officer license from the City of St. Louis or St. Louis County.
2. Must be certified by a physician as medically capable of performing the duties described.
3. Mace and Handcuff Training certification.

FUNCTIONS OF THE JOB

1. Protects and addresses co-workers, clients, and visitors with dignity, confidentiality and respect.
2. Monitors staff to assure identification badges are worn.
3. Responds with sensitivity and tact to the needs of staff, clients, and visitors.
4. Completely secures location by checking doors, lights, and ground area on a daily basis.
5. Thoroughly completes report of rounds and other duties.
6. Provides assistance as needed to clients, employees and visitors.
7. Assists police with investigations, as appropriate.
8. Perform other duties as assigned.

For confidential consideration, please forward resume with salary requirement to resumes@gracehill.org or fax (314) 814-8593. For more information about our organization, please visit our website at www.gracehill.org