

### **Position Description:**

Mental Health Resource Center is seeking a **Security Officer** for our Comprehensive Services Center (CSC). This position will provide services for the MHRC Outpatient Programs.

The Security Officer is responsible for monitoring and ensuring the safety of the facility, individuals served, visitors, and employees of the Comprehensive Services Center (CSC). Assists staff in interventions with potential safety or security issues.

### **The essential functions of the Security Officer include, but are not limited to:**

- Interactions with Internal and External Customers:
  - Greet all individuals. Assist with questions or concerns and direct them to the appropriate staff.
  - Ensure each visitor signs in or registers as needed with the office staff.
- Security and Facility Safety Duties:
  - Remains in visual/hearing contact with the lobby area at all times unless specifically relieved. Conducts rounds of facility as requested. Ensures safe environment both inside and outside of facility.
  - Monitors waiting area for signs of disruptive or potentially disruptive behaviors.
  - Assists with situations in both the inpatient and outpatient departments requiring behavior management. Performs both verbal and physical interventions with patients during psychiatric emergencies according to proper standards of Crisis Prevention Intervention.
  - Maintains communication with other staff members regarding program functions, unusual events, problem situations, etc.
  - Maintains clear emergency access to facility.
  - Completes accurate and timely Incident Reports in compliance with Quality Improvement guidelines.
  - Assists in conducting fire drills and safety inspections.
  - In case of fire or emergency, directs the responding units to the location of the fire or other emergency.
  - Assists with inpatient coverage as requested.

### **Position Requirements:**

In order to be considered, a candidate must have a High School diploma or equivalent required.

Six months experience working in security, healthcare, or behavioral health setting required.

This position requires interactions with individuals who may have a mental illness; interactions may take place in an office setting, emergency services, or a locked inpatient unit.

Must be able to recognize emergencies and life threatening situations and assist in interventions including psychiatric emergencies.

Must be able to communicate appropriately with internal and external customers, patients, visitors, community service providers, staff, and other department professionals.

**Position Details:**

This position is a Full Time Days position: Monday through Friday, 8:00am to 4:30pm. Occasional evenings may be required.

***This full time position offers a comprehensive benefits package.***