

**NORTHERN CHEYENNE TRIBE
TRIBAL BOARD OF HEALTH**

POSITION: Security Guard – FT

SALARY: \$14.04 per hour

DEPARTMENT: Northern Cheyenne Tribal Board of Health

ACCOUNTABLE TO: Director of Facility Services

CLASSIFICATION: Covered, Non-exempt

OPENING: June 1, 2023, 2023

CLOSING: Open Until Filled

How To Apply: Submit a completed application, **RESUME** (3) current (within 1 year) letters of recommendations (one must be past/present employer, Tribal certification or Tribal I.D. (if claiming Tribal preference) a DD214 (if claiming Veteran's preference) and college transcripts, (if claiming college education) to: Northern Cheyenne Tribe, attn. Human Resources Office, P.O. Box 128, Little Wolf Capitol Building, Lame Deer, Mt. 59043

Submit the required documents to the Human Resources Office located at the Little Wolf Capitol Building at the Security Desk, or mail to the Northern Cheyenne Human Resources Department at P.O. Box 128, Lame Deer, Montana 59043, or you can call (406) 477-4825 to email or fax.

ONLY COMPLETE APPLICATIONS WILL BE CONSIDERED

(applicant will be notified of any missing documents)

SUMMARY OF WORK:

This position is responsible for protecting the safety of the staff and its occupants and the property of the Northern Cheyenne Community Health Center against theft, fire and vandalism.

JOB CHARACTERISTICS:

Nature of Work: Maintains presence in public areas, ensuring the safety of patients and staff. Makes regular rounds checking entrances and exits after hours. Checking for unauthorized persons on the premises or in secure areas after hours, check the doors and windows for tampering or vandalism. Report any unusual occurrences in facility also, insures Emergency Room area to be kept sanitary.

Personal Contacts: This position requires daily contact with the public and staff and the ability to make spontaneous decisions. Deal professionally in all contacts with the public.

Supervision Received: General supervision received by the Director of Facility Services.

Essential Functions: Physically moves about premises of facility. Must have good communication skills.

AREAS OF JOB ACCOUNTABILITY AND PERFORMANCE:

- Guard building against fire, theft, vandalism, and illegal entry.
- Know level of Security Guards authority based on contract requirement.
- Will respond to incidents, duress alarms, assistance and request form information.
- Will respond to domestic calls within government facility and assess the conditions involved and what course of action needs to be taken.
- Know nature and level of perceived threat to self and others.
- Know seriousness of violation or potential for violation to escalate.
- Assessing the need for police assistance.
- Follow and administer specific rules, regulations and procedures for the staff and public personal safety.
- Orientates new staff to crime prevention on premises.
- Information is disseminated to staff on alarm responses, evacuation plan and procedures to be followed.
- Knowledge of crowd control procedures.
- Patrol interior and exterior of facility.
- Documenting and reporting all incidents.
- Knowledge of public relation skills.
- Knowledge of Housekeeping duties.
- Will become CPR certified.
- Will attend all mandatory training and staff meetings.
- Must be able to work flexible hours as scheduled.
- Reports irregularities such as fire hazards, parking violation, unsecured doors and sensitive files left around and any other potential problems. Assist with departing patients and visitors. Sounds alarm or contact police or fire department in case of fire, property damage, or presence of unauthorized persons.
- Completes incident reports and all appropriate forms and time logs. Performs other related duties as required, provided they are within responsibility to secure, patient, staff and facility.

JOB REOUIREMENTS:

Knowledge: This position requires knowledge of the Northern Cheyenne Community Health Center and the surrounding area, such as fire exits, alarm systems, law enforcement procedures and security regulations. Security Guards cannot arrest or detain individuals, therefore items utilized for that purpose, such as guns, handcuffs, mace, batons or stun guns will not be worn or brought on the premises or used in the Northern Cheyenne Community Health Center Property by Security staff.

Skills: This position requires skills in operating telephone, taking messages, public relation skills, patrolling, securing area, two-way radio use, documenting and reporting information.

Abilities: This position requires the ability to; work independently, handle crisis situations, adhere to building and safety regulations, communicate effectively orally and in writing, complete reports, follow verbal and written instructions, maintain effective working relationships with fellow employees, supervisors and the public.

Reliability: This position requires you to work Tribal Holidays and Federal Holidays.

Dress Code: This position requires you look professional with issued uniforms.

JOB PERFORMANCE STANDARDS:

Evaluation of this position will be primarily upon performance of the preceding requirement and duties. Examples of job performance criteria include, but are not limited to the following:

- ❖ Performs assigned duties daily.
- ❖ Patrols the Northern Cheyenne Community Health Center building and grounds on a regular basis.
- ❖ Examines windows to determine that they are secure.
- ❖ Warns violators of being in unauthorized areas.
 - ❖ Informs the public of parking restrictions and loading/unloading area.
 - ❖ Inspects vehicles to ascertain they are secure.

EDUCATION AND EXPERIENCE:

- ✓ High school diploma or G.E.D. preferred.
- ✓ Minimum of (1) year related experience preferred. Must provide a letter of reference from present or past supervisor.
- ✓ Must pass physical examination during probationary period.
- ✓ Must have no previous or pending incidents or convictions in either State, County, Federal, or Tribal jurisdictions.
- ✓ Must be able to pass a background check.
- ✓ Pass a mandatory drug test