

Position: Security Guard Level I

POSITION SUMMARY

The Security Guard is responsible for the protection, safeguarding and security of assets, employees, patients and visitors. S/he performs security patrols, both on the interior and exterior premises, providing protection from theft, fire and accidents for the patrons, visitors and employees who frequent the HMS facilities. This position will report to the Facilities Director.

The delivery of quality service and positive interaction with our customers is critical to the completion of all the tasks within this job description, thus the employee is responsible for establishing and maintaining interpersonal relationships with patients, visitors, and HMS employees in a courteous, respectful and professional manner. Guidelines include all HMS policies and procedures.

POSITION RESPONSIBILITIES

1. Frequent patrol of clinic interior and exterior, identifying suspicious activity.
2. Interact with clinic personnel to insure a safe environment.
3. Remain highly visible, presenting a professional image.
4. Respond to calls for help or assistance.
5. Respond to fires, natural disasters or other hazardous events.
6. Warn unruly patients and visitors that improper behavior will not be tolerated.
7. Contacts and assists law enforcement as necessary.
8. Checks to make sure the clinic doors remain secure.
9. Help maintain a clean environment both inside and outside of the clinic.
10. Immediately reports any and all security or safety infractions to the clinic Director and supervisor.
11. Performs other duties as assigned by the supervisor.
12. Must be Flexible on varying shift times as needed.
13. Perform other duties as assigned.
14. Travel to and provide security coverage at any HMS site, as directed by supervisor, as needed.
15. Follow work schedule as directed by supervisor.
16. Comply with all HMS policies and procedures.

Minimum Qualifications

Minimum High School Diploma or GED.

Have a general working knowledge of computers such as sending emails, time management and Microsoft Office Suite.

Preferred

Previous security guard experience preferred.

Law Enforcement, or military experience preferred.

To Apply:

Completed HMS Employment Application may be emailed to jobs@hmsnm.org or

Dropped off or mailed:

1105 N. Pope St, Suite C, Silver City, NM 88061

or

530 De Moss Street, Lordsburg, NM 88045

For more information call 575-534-0788 or 575-542-2326