



## Choctaw Health Center

Safety and Security  
210 Hospital Circle  
Choctaw, MS 39350-6781  
601.389.4103

### JOB ANNOUNCEMENT # 409128

**POSITION TITLE:** Security Officer

**SALARY:** Grade 7

**SUPERVISOR:** Director of Security

**JOB LOCATION:** Choctaw Health Center

**TYPE OF EMPLOYMENT:** Regular FullTime/Non-Exempt

**OPENING DATE:** DECEMBER 08, 2021 **DEC 08 2021**

**CLOSING DATE:** DECEMBER 22, 2021 OR UNTIL FILLED

***Mission Statement:*** *The Mission of The Choctaw Health Center is to raise the health status of the Choctaw People to the highest level possible.*

***Vision Statement:*** *Our vision is to achieve a health community through holistic health services in a culturally sensitive environment, in partnership with satisfied customers, dedicated employees, and the Choctaw Community.*

The Choctaw Health Center is a 20-bed hospital centrally located in Choctaw, Mississippi off of State Highway 16 on the Mississippi Band of Choctaw Indian Reservation. The Tribe consists of eight communities: Bogue Chitto, Bogue Homa, Conehatta, Crystal Ridge, Pearl River, Red Water, Standing Pine and Tucker. It serves approximately 11,000+ members of the tribe's population across a 10-county area in Central Mississippi. It is a 180,000 square foot comprehensive health care center with three satellite clinics located in the Choctaw communities of Bogue Chitto, Conehatta, and Red Water.

**Scope of Service and Effect:**

Under the general supervision of the Security Director the incumbent shall provide security and safety of all persons on hospital premises and patrols hospital buildings and ground to prevent fire, theft, and vandalism. Secures, unlocks, and protects hospital buildings. Responds to security needs of hospital staff, patients, and visitors. Participates in performance improvement activities.

## **DUTIES AND RESPONSIBILITIES:**

1. Enforce traffic control on Choctaw Health Center grounds, patrolling for vehicles parked in "NO PARKING" Zones, fore lanes, ER driveway, ER entrance area and unauthorized parking in "Disability Parking" areas.
2. Assist and direct traffic for large trucks to enter and exit loading docks, if needed.
3. Assist elderly and handicap individuals in and out of Choctaw Health Center, if appropriate.
4. Understand and successfully executes his/her post orders including enforcement of Tribal and CHC policies, such as the "Tobacco Free Campus" and other relevant rules and regulations.
5. Security officer will participate in annual in-service training provided by the CHC Safety and Security Management programs instructed by the CHC Safety trainer.
6. On site security for 24 hours Sunday through Saturday. Maintain a visitors log and issue out visitor and vendor badges. Secure and monitor all entrances and exits of buildings on the medical campus. Open hours of operations of building vary depending on according to weekday, weekend and holiday scheduling. Assignments will vary depending on need and location.
7. Responds to all pages for security officer to all areas of the Choctaw Health Center.
8. Responds to various security alerts such as unauthorized person in employee only authorized areas, inside and outside assaults, and attempted assaults.
9. Reports all incidents, accidents and/or medical emergencies to the Director of Security and in his absence the Environment of Care Officer. Responds to hospital emergencies, such as medical and bomb threats; and to alarms, such as fire and intrusion by following emergency response proceedings.
10. Document and safeguard lost and found items.
11. Assists Choctaw Police Department when needed while on the Choctaw Health Center grounds.
12. Assists with the upkeep of hospital facilities and grounds by informing proper authorities of needs identified during walking patrol.
13. Will perform other duties and responsibilities as assigned by Supervisor or EOC Officer.

## **Hours Worked:**

This is an essential position. Working hours may vary according to shift schedule to cover a 40-hour work week. Employees are responsible for clocking in and out as scheduled. Tribal personnel policies will apply for overtime, night differential pay, and for sick and annual leave. Incumbent will be required to work nights, weekends, and holidays. Incumbent will be called back to duty under certain circumstances such as staff shortage or emergencies.

### Work Environment:

- The primary work setting for the Security Officer is located at Choctaw Health Center.
- Normally works in a well-lighted, well-ventilated area.
- Is subject to frequent interruptions and to environmental noise.
- There is potential exposure to infectious diseases.

### Physical Demands:

Physical demands that are required on a daily basis include, but are not limited to:

- Bending
- Lifting (at least 30 pounds and more)
- Must be able to perform routine foot patrol for a 12-hour shift.

### QUALIFICATIONS:

1. Must be at least 21 years of age or older as required by law or contractual requirements.
2. Must have a high school diploma or GED certificate. **(Attach copy to application)**
3. At least three verifiable employers or references.
4. Must be able to hear and communicate effectively both orally and in writing for the purpose of public interaction and report writing.
5. Ability to perform essential functions of the position with or without reasonable accommodation.
6. Ability to follow written and verbal instructions to coordinate and complete work assignments, in a timely manner and on schedule and function under pressure.
7. Have good interpersonal ability to meet and deal with a wide range of people in stressful situations.
8. Ability to solve problems and make good independent decisions.
9. Ability to write reports in clear, concise, and logical manner using the English language.
10. Ability to perform required duties efficiently.
11. Ability to manage multiple tasks.
12. Must maintain satisfactory attendance and punctuality standard.
13. Neat and professional appearance.
14. Friendly and professional demeanor.
15. Ability to provide quality customer service.
16. Ability to handle crisis situations.

17. Must have a positive attitude, good work habits and work ethics, show initiative, ability to work with minimal supervision and the ability to get along with others.
18. Highly stable character with ability to maintain strict standards of behavior and confidentiality.
19. Must be CPR certified within 3 months of hire and maintain certification.
20. Must have a working telephone at place of residence or cellular phone.
21. Must possess a valid Mississippi driver's license, reliable transportation and automobile liability Insurance. **(Attach copy to application)**
22. Completion of criminal background investigation and pass a pre-employment drug test.

**In accordance with the Choctaw Health Center Employee Health Program, pre-employment physical examination is required and an annual exam is required while employed.**

**\*\*\*CHOCTAW HEALTH CENTER PROPERTIES ARE TOBACCO FREE\*\*\***

**NOTE: The Administrative Personnel Policy & Procedures of the Mississippi Band of Choctaw Indians, Native American Preference, Section II (A), have been revised and approved, as follows:**

Further bolstering this Native American preference to promote employment of MBCI members, it is the policy of MBCI to employ persons(s) who are not members of MBCI only when no qualified member of MBCI, who has applied for the position, can be trained or upgraded to fill a given job vacancy within a reasonable period of time at a reasonable cost, and then only when a Waiver of Native American Preference has been secured from the Committee on Human Resources, Training and Development on a case-by-case basis.

The authority to waive Native American Preference laws can be exercised by the Committee on Human Resources, Training and Development. The Committee will exercise its discretion to do so only when a motion is made by a committee member to support such waiver and the Committee determines by reviewing the facts and appropriate written documentation that a waiver is justified. A waiver to allow the employment of a person who is not a member of MBCI, or to employ a person who is Native American outside the order of preference set forth in this Policy, can be made by the Committee only for as long as the person who is granted the waiver remains in the position for which the waiver was granted. That waiver does not apply to other openings which the person who is granted the waiver may request a promotion or transfer for or apply for. The Committee only has the right to approve or disapprove a waiver that has been requested by Executive Branch supervisors, and has no right to direct, demand, or coerce any executive Branch supervisor or personnel that any specific applicant other than the one for which waiver is sought, be employed.

**IF INTERESTED, SEND APPLICATION TO:**

Mississippi Band of Choctaw Indians  
Human Resources  
P. O. Box 6033, Choctaw Branch  
Choctaw, MS 39350