



UNION JOB DESCRIPTION

JD5008

JOB TITLE:	Protection Services Officer	JOB DESCRIPTION NO.:	5008
CLASSIFICATION:	Unlisted Classification (by settlement agreement, grid 19); Building Security Officer; Custodial Attendant	GRID/PAY LEVEL:	F 19
COLLECTIVE AGREEMENT:	Facilities Subsector	HSCIS NO.:	20999; 11004; 11003
UNION:	HEU; BCGEU	JOB/CLASS CODE:	40700
PROGRAM/DEPARTMENT:	Protection Services	BENCHMARKS (If Applicable):	20999; 11004; 11003
REPORTING TO:	Team Leader, Protection Services		
FACILITY/SITE:	HEU: VIHA SI: Royal Jubilee Hospital, Victoria General Hospital; Saanich Peninsula Hospital; Queen Alexandra Centre for Children's Health VIHA CI: Cowichan District Hospital, Cowichan Lodge; Nanaimo Regional General Hospital, West Coast General Hospital; Tofino General Hospital; Lady Minto Hospital VIHA NI: North Island Hospital (Comox Valley Campus, Campbell River & District); Port Hardy Hospital; Port McNeill Hospital; Seven Oaks Tertiary Mental Health BCGEU: The Summit at Quadra Village		

JOB SUMMARY:

In accordance with the Vision, Purpose, and Values, and strategic direction of Island Health (Vancouver Island Health Authority), patient and staff safety is a priority and a responsibility shared by everyone; as such, the requirement to continuously improve quality and safety is inherent in all aspects of this position.

Reporting to the Team Leader, Protection Services, the Protection Services Officer maintains and enforces security of persons and property in accordance with established policies and procedures.

TYPICAL DUTIES AND RESPONSIBILITIES:

1. Patrols buildings and grounds, including utilizing computerized surveillance equipment and video monitoring systems. Enforces regulations and security procedures. Identifies risks, safety and security hazards and takes appropriate action. Checks doors, windows and entrances, securing same to prevent unauthorized entrance by others.
2. Responds to emergencies such as the Island Health Disaster Plan, fire, and physically aggressive patients; assesses the situation, consults with medical staff and others, and takes appropriate action as required.
3. Investigates, resolves and reports disturbances utilizing non-violent interventions. Documents and reports incidents in accordance with established Protection Services procedures.
4. Provides security for Island Health patients, as requested by the patient care team, to maintain a safe and orderly workplace. Provides security escort for staff and patients as required. Responds to requests for assistance from staff, patients and the public.
5. Participates in photo identification and security system programs through methods such as taking staff photos, card access information and entering database information.
6. Utilizes and operates photo identification, access control, CCTV and other security system programs.

7. Provides pre/post flight safety inspections of heliports following appropriate departmental procedures.
8. Liaises with fire, police and other related community officials regarding fire and security protocol, response, incidents and investigations per department guidelines.
9. Provides First Aid services to injured persons, completes required documentation and maintains supplies.
10. Maintains a daily log of events and prepares detailed reports.
11. Performs other related duties as assigned.

QUALIFICATIONS:

Education, Training And Experience

Current BC Security Guard License, OFA Level II Certification, Certification of Training Completion in Advanced Security Training, One year's recent related experience or an equivalent combination of education, training and experience.

Skills And Abilities

- Ability to communicate effectively, both verbally and in writing.
- Ability to deal with others effectively.
- Physical ability to carry out the duties of the position.
- Ability to organize work.
- Ability to operate related equipment.