



CANONCITO BAND OF NAVAJOS  
**HEALTH CENTER**

PO Box 3338 / 129 Medicine Horse Drive – To'Hajiilee, NM 87026 INC.  
Phone (505) 908-2307 / Fax (505) 908-2310

**SECURITY GUARD**

Position Description

<b>Department:</b>	Facilities
<b>Job Code:</b>	
<b>Pay Range:</b>	
<b>Hours/Week:</b>	25
<b>Position Type:</b>	Part-Time

<b>Reports To (Title):</b>	Facilities Manager
<b>Classification:</b>	Non-Exempt
<b>Effective Date:</b>	November 8, 2023
<b>Revised Date:</b>	

**PERFORMANCE EXPECTATIONS**

In performance of their respective tasks and duties all employees of the Canoncito Band of Navajos Health Center, Inc. (CBNHC) are expected to conform to the following:

- Uphold all principles of confidentiality and patient care to the fullest extent.
- Adhere to all professional and ethical behavior standards of the healthcare industry.
- Interact in an honest, trustworthy and dependable manner with patients, employees and vendor
- Possess cultural awareness and sensitivity.
- Maintain a current insurable driver's license.
- Comply with all CBNHC and Health Center policies and procedures, as well as all applicable laws.

**POSITION PURPOSE**

The Security Guard is responsible for ensuring the safety of the patients, employees, and visitors of CBNHC. This position will protect people and property from possible criminal activity within the health center campus and outlying properties.

**ESSENTIAL DUTIES, FUNCTIONS AND RESPONSIBILITIES**

- Patrols and monitors an assigned area; reports suspicious activities to Facilities Manager and/or local authorities when appropriate.
- Monitors activity throughout health center in-person, monitors surveillance cameras, inspects property, and monitors crowds during events.
- Contacts law enforcement or fire department in case of an emergency.
- After business hours, checks doors, windows, and gates to ensure the property is secure.
- Investigates reports of suspicious activity on the property.
- Reasonably detains persons suspected of criminal activity until law enforcement arrives.
- Escorts discharged staff, trespassers, and other unwelcome parties off the premises.
- Performs other related duties as assigned.

**MINIMUM MANDATORY QUALIFICATIONS**

Education:

- High School Diploma or GED equivalent.
- Current Level 2 Security Guard certification, or ability to obtain within 90 days. (\*Must be at least 21 years of age to be eligible for Level 2 certification.)

Experience:

- One (1) year prior experience providing security or similar work.



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**Mandatory Knowledge, Skills, Abilities, Other Qualifications:**

- Excellent observational skills and attention to detail.
- Authoritative verbal communication skills.
- Ability to remain calm in high-pressure situations.
- Ability to use sound judgment and take appropriate action in emergency situations.
- Ability to learn the layout of the property and buildings.
- Active, unrestricted Driver's License

**PREFERRED QUALIFICATIONS**

- Bilingual skills in English and the Navajo native language.
- Security guard training certification preferred.

**WORK ENVIRONMENT**

**Work Environment:** The work environment characteristics described here are representative of those an employee encounters while performing the primary functions of this job. Normal office conditions exist, and the noise level in the work environment can vary from low to moderate. Frequent outdoor exposure is also expected. This position may be exposed to certain health risks that are inherent when working in a safety position as well as those within a health center facility.

**Physical demands:** The physical demands described here are representative of those that must be met by an employee to successfully perform the primary functions of this job. While performing the duties of this job, the employee may be required to frequently stand, walk, sit, bend, twist, talk and hear.  
The employee must occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job includes reading, distance, computer, and color vision. Talking and hearing are essential to communicate with patients, vendors and staff.

**Mental demands:** There are a number of deadlines associated with this position. The employee must also multi-task and interact with a wider variety of people on various and, at times, complicated issues.

**OTHER**

- All employees must uphold all principles of confidentiality, HIPAA and patients care to the fullest extent. This position has access to sensitive information and a breach of these principles will be grounds for immediate termination.
- Disclaimer: The information on this position description has been designed to indicate the general nature and level of work performance by employees in this position. It is not designed to contain, or be interpreted as, a comprehensive inventory of all duties, responsibilities and qualification required of employees assigned to this position. Employees will be asked to perform other duties as needed.

Canoncito Band of Navajos Health Center Inc. is a Navajo Preference Employer. As required by the Navajo Preference in Employment Act, preference will be given to qualified Navajo applicants. If there is no qualified Navajo applicant, preference will be given to qualified American Indian applicants consistent with the Indian Self-Determination Act Indian preference provision.