

**LAKE COUNTY TRIBAL HEALTH CONSORTIUM, INC.
JOB DESCRIPTION**

TITLE: MANAGING SECURITY OFFICER
DEPARTMENT: ADMINISTRATION
SUPERVISOR: CHIEF EXECUTIVE OFFICER
CLASSIFICATION: FULL-TIME, EXEMPT

POSITION SUMMARY:

The Managing Security Officer acts as staff to the Chief Executive Officer and oversees the Safety & Security and the Fleet Vehicle Management programs and staff and ensures that GSA vehicles are properly maintained and information is reported to GSA as required.

ESSENTIAL JOB FUNCTIONS:

- Supervises the Safety and Security Officers and ensures that any safety or security concerns are appropriately addressed, and the Chief Executive Officer is informed of any issues/outcomes.
- Oversight of the LCTHC Safety and Compliance Committee.
- Contacts local fire and police services if applicable.
- Train employees on safety issues when needed
- Supervises the LCTHC Fleet Vehicle Specialist and ensures that regular vehicle checks and maintenance are being conducted and reported to GSA as required.
- Responsible for working with the GSA Fleet Services Representative for the leasing, returning, and short-term renting of GSA vehicles.

EDUCATION, EXPERIENCE, CERTIFICATIONS AND LICENSES:

- High School Diploma or GED
- CA driver's license
- CPR and First Aid Certification
- Security experience preferred and Guard Card
- Strong customer service
- Computer skills a must (Excel, Word, etc.).
- Verbal and written skills a must including phone skills
- Knowledge of usage of vehicle equipment
- Knowledge of safety standards

All LCTHC employees are expected to:

- Provide the highest possible level of service to clients;
- Promote teamwork and cooperative effort among employees;
- Maintain safe practices; and
- Abide by the LCTHC policies and procedures as they may from time to time be updated.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Sitting / Mobility: Approximately 70% of time is spent working at a desk. Balance of time (approximately 30%) is spent moving around work areas. Communication: Ability to effectively communicate with co-workers, Board members, members of outside agencies, in person, by telephone, and by email. Vision: Ability to effectively use a computer screen and interpret printed materials, memos, and other appropriate paperwork. Lifting / Carrying: Ability to occasionally lift and/or move objects weighing no more than 25 pounds. Stooping / Kneeling: Ability to

access files/stock supplies in low cabinets and shelves. Reaching / Handling: Ability to input information into computer systems and retrieve and work with appropriate paperwork, equipment, and supplies. Use of standard office equipment, including computer, telephone, calculator, copiers, and fax. Work is performed in an office/clinic environment; continuous contact with other staff and the public.

INDIAN PREFERENCE: Preference may be given to qualified Native American Indians according to the Indian Preference Hiring Act, CFR 25 USC 472. Other than Indian Preference, Lake County Tribal Health Consortium, Inc. adheres to all provisions of the Equal Employment Opportunities Act.

NOTICE OF DRUG-FREE WORKPLACE ACT REQUIREMENT: LCTHC is committed to maintaining a drug free and alcohol free workplace. LCTHC believes that a healthy, productive workforce free from the effects of drugs is very important to all employees and patients. Substance abuse is incompatible with the health, safety, efficiency and the success of LCTHC.

Employees who are under the influence compromise LCTHC’S interests, endanger their own and the health and safety of others and can cause a number of other work-related problems. As a condition of employment, each applicant receiving a job offer from LCTHC must take and pass a required drug screen test.

HIPAA Health Insurance Portability and Accountability:

This act was enacted to deal with three main areas with regard to patient information.

- Security of health information
- Standards of electronic transactions
- Privacy of individually identifiable health information

IMPORTANT DISCLAIMER NOTICE

The job duties, elements, responsibilities, skills, functions, experience, educational factors and the requirements and conditions listed in this job description are representative only and not exhaustive of the tasks that an employee may be required to perform. The employer reserves the right to revise this job description at any time and to require employees to perform other tasks as circumstances or conditions of its business, competitive considerations, or work environment change.

Lake County Tribal Health is an At-Will Employer. Either the employee or LCTHC can terminate the employment at will, without advance notice, at any time, with or without cause.

I have read and understand all aspects of this job description

Employee Signature

Date

Supervisor/Dept. Manager

Date

HR Signature

Date