***Government of Anguilla***

***Department of Health Services***

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| **JOB DESCRIPTION - 2** | | | |
| **JOB TITLE: Security Guard** | | | |
| **MINISTRY**  **Ministry of Health** | **DEPARTMENT**  **Department of Health Services** | **SECTION** | **UNIT**  **Facilities** |
| **GEOGRAPHIC LOCATION**  **The Valley** | | **TITLE OF IMMEDIATE SUPERVISOR**  Director of Facilities | |
| **TITLE OF ALL POSITIONS DIRECTLY SUPERVISED**  **NIL** | | | |
| **JOB FUNCTION**  To ensure the safety and security of patients, staff, visitors, and property within the Department of Health Services, which includes one hospital and three clinics, by implementing effective security measures and responding to security incidents promptly and efficiently. | | | |
| **JOB TITLE: Security Guard** | | | |
| **A. KEY DUTIES**   1. Conduct regular patrols of the hospital and clinics, including buildings, parking lots, and surrounding areas. 2. Monitor security cameras and alarm systems to detect and respond to any unusual activity or security breaches. 3. Manage access points to ensure only authorized personnel and visitors enter the facilities. 4. Verify identification and credentials of individuals entering restricted areas. 5. Respond promptly to security incidents, emergencies, and alarms. 6. Assist in managing situations involving disturbances, theft, vandalism, or other security threats. 7. Maintain accurate records of daily activities, incidents, and patrols. | | | |
| **JOB TITLE: Security Guard** | | | |
| **A. KEY DUTIES CONT’D**   1. Complete detailed incident reports for any security breaches, accidents, or emergencies. 2. Enforce hospital and clinic policies, including visitor policies, smoking regulations, and safety procedures. 3. Ensure compliance with laws related to security and safety. 4. Provide assistance and directions to patients, visitors, and staff as needed. 5. Maintain a professional and approachable demeanor to foster a safe and welcoming environment. 6. Work closely with hospital and clinic staff, including the administration and maintenance teams, to address security concerns. 7. Coordinate with local law enforcement and emergency services when necessary. 8. Participate in ongoing training programs to stay current with security best practices and emergency response procedures. 9. Attend regular meetings and briefings to stay informed about potential security issues and updates. | | | |
| **JOB TITLE: Security Guard** | | | |
| **B. RESOURCES**  **PEOPLE:** | | | |
| **CATEGORY** | | **NUMBERS** | |
| **MONEY: NIL** | | | |
| **TOOLS, EQUIPMENT, MACHINERY AND MATERIALS:** | | | |
| C. KEY AUTHORITIES | | | |
| D. QUALIFICATIONS The incumbent must possess at least two (2) CXC’s, including English, and have a minimum of two (2) years of experience as a security guard or in a related field. The candidate should have strong observational and problem-solving skills, the ability to remain calm in emergencies, and excellent communication and interpersonal skills. Knowledge of security procedures and public safety regulations is essential. Physical fitness for patrols and incident response is necessary. CPR and First Aid certification is an asset.  The individual should be self-confident, reliable, organized, courteous, cooperative, and maintain professionalism and confidentiality at all times. | | | |

***This document is intended to reflect key requirements related to the principal functions of your job and must not be construed to be a description of all tasks that may be inherent in the job.***

# Revised November 2005