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URBAN INDIAN CENTER OF SALT LAKE
120 West 1300 South
Salt Lake City, Utah 84115
Phone: (801) 486-4877
Fax: (801) 486-9943
www.uicsl.org

POSITION DESCRIPTION: SECURITY GUARD

Shift is 11am to 8 pm

Division:	Facilities	Supervisor:	Facilities Manager
Job Code:	FAC-032	Classification:	FT, Non-Exempt
Wage Scale:	NE-07 ($18.25 to $24.87/HR)	Effective Date:	11/28/2023
Hours/week:	40+ some nights/weekends	Last Revised:	10/24/2023

PROGRAM PURPOSE

The Urban Indian Center of Salt Lake (UICSL) is dedicated to our Mission of SERVING THE PEOPLE BY HONORING NATIVE CULTURES, STRENGTHENING HEALTH & WELLNESS PROGRAMS, & CULTIVATING COMMUNITY.

UNIFORM PERFORMANCE EXPECTATIONS

In performance of their respective responsibilities, all employees of the UICSL and our affiliates must rise to the level of expectations in which they:

- Fully uphold all principles of confidentiality and patient/client care.
- Adhere to the Standards of Conduct for UICSL, and all professional and ethical standards for the healthcare industry and/or their respective area(s) of expertise.
- Interact in an honest, trustworthy, and dependable manner with patients/clients and co-workers.
- Possess and utilize a strong sense of cultural awareness and interpersonal respect.
- Maintain an active and valid license in the State of Utah (if operating UICSL vehicles).
- Strive to learn and serve in compliance with federal regulations and UICSL policies and procedures, and to seek solutions for issues or problems they encounter in alignment with those resources.

POSITION SUMMARY

Under the direct supervision of the Facilities Manager, the Security Guard is responsible for screening clients, visitors, and staff before entering the UICSL facility as required to ensure the physical and clinical security of all assigned premises. The Security Guard is the first point of contact and will be responsible for the screening of all patients, visitors, and staff prior to entering the UICSL facility.

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As needed, the Security Guard will implement CDC recommended preventative measures and use personal protective equipment with all clients and visitors entering UICSL facility. The Security Guard ensures operational and functional security for all services provided at UICSL in all facilities, including traffic through clinical spaces, the main entrance of the facility, and associated parking lots; as well as providing information and assistance to clients and maintaining the safety of employees, clients, and facility.

ESSENTIAL FUNCTIONS, DUTIES AND RESPONSIBILITIES

- Observe and monitor all visitors to the facility, and address any suspicious, dangerous or harmful behavior.
- Assist visitors by opening doors for them, providing information on UICSL services and other general customer service duties.
- Patrol inside and outside the facility for safety check, securing the facility, opening and locking gate, all doors/windows are locked and secured.
- Watch and observe security system/cameras.
- Maintain a record of all deliveries and deliver packages.
- Escort any vendors to departments or through the facility.
- Provide safe and secure functions during events.
- Assist setup and takedown equipment's before and after events with Support Staff.
- Check and patrol other facilities with UICSL.
- Check and secure all fleet vehicles daily.
- Daily log and debriefing to other security and supervisor.
- Assist in emergency preparedness, including serving a role in evaluation of the UICSL clinic/offices when necessary.
- Work in tandem with the Safety Committee to stay up to date on safety and emergency preparedness principles.
- Assist staff and clients during an emergency, while maintaining order, directing staff and clients to safety locations and ensure facility is evacuated.
- Demonstrate understanding and apply working knowledge of safety policies and ensuring safe practices.
- Actively participate in internal quality improvement teams and work with clients proactively to drive quality improvement initiatives in accordance with the mission and strategic goals of the organization, federal and state laws and regulations, and accreditation standards, when assigned.
- Keep all protected health information, (PHI) confidential and abide by HIPAA policies for the release and disclosure of any PHI. Will report unauthorized use of disclosure of PHI immediately, to supervisor or HIPAA Privacy Officer.
- Work well under pressure, meet multiple and often competing deadlines.

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- At all times demonstrate cooperative behavior with supervisors, subordinates, colleagues, clients and the community.

MINIMUM QUALIFICATIONS

Education:	☐	High School diploma or equivalent.
Experience:	☐	One (1) year of Security Guard experience with a corresponding level of responsibility; and one (1) year of relevant work experience in health care field.
Certifications/Licensure:	☐	CPR and First Aid Certification (able to obtain after employment).
Other:	☐	Must pass a mandatory criminal background check.

PREFERRED QUALIFICATIONS

Education:	☐	An associate degree or advanced/certified Security training
Experience:	☐	3+ years of experience working with AI/AN protective organization or equivalent.
Certification/Licensure:	☐	a) Certified Security Guard or similar credential
Other:	☐	a) Experience working in an I/T/U healthcare facility

KNOWLEDGE, COMPETENCIES, AND CHARACTERISTICS (KCC)

☐	Knowledge of and a demonstrated respect for AI/AN history, values, customs, and practices.
☐	Knowledge of and ability to demonstrate strong customer service skills.
☐	Knowledge of de-escalating difficult situations.
☐	Strong problem-solving skills and assertive in challenging situation.
☐	Ability to maintain strict confidentiality of client, visitor and staff information.

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☐	Ability to remain calm under high pressure.
☐	Ability to manage multiple tasks and carry out instructions effectively.
☐	Ability to anticipate needs.
☐	Demonstrates a positive attitude of service and a respect for American Indian/Alaska Native cultures
☐	Demonstrates dependability, reliability, and a willingness to accept responsibility
☐	Demonstrates capacity to learn and adapt to potentially rapidly changing situations
☐	Demonstrates characteristics of interpersonal effectiveness and conflict resolution
☐	Demonstrates capacities for being assertive with a balance of professionalism and emotional intelligence

WORK ENVIRONMENT

The work environment at UICSL involves normal office conditions and noise levels that can vary from low to moderate. Limited overnight travel may be required from time to time. This position may be exposed to certain health risks that are inherent when working within a health center facility.

PHYSICAL DEMANDS

While performing the duties of this job, an employee may frequently stand, walk, sit, bend, twist, talk and hear. There may be prolonged periods of sitting, keyboarding, reading, as well as driving or riding in transport vehicles. An employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include reading, distance, computer, and color vision. Talking and hearing are essential to communicate with patients, vendors, and staff.

MENTAL DEMANDS

Workloads in this position are dynamic and range from an awareness of technical details, to engaging broad strategic ideas and discussions. The incumbent in this position will often work alone but must also be prepared to handle employee issues as required. This position will require the ability to multi-task and handle stressful situations that impact the UICSL on an organizational level, so the incumbent needs to demonstrate a high level of emotional balance.

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Group presentation and education tasks are common, and there are numerous applicable standards and deadlines associated with this position.

Disclaimer: *The information in this document is designed to portray the general nature and level of work performance expected by employees in this position. It is not intended to be a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this position. Employees will be asked to perform other related and reasonable duties as needed by their direct supervisor.*

Indian Preference Statement: *As a federal contractor and in compliance with Sub-Chapter II, Chapter 14, Title 25 of the United States Code, the Act of April 16, 1934 (48 Stat. 596), as amended; and Section 7(b) of the Indian SelfDetermination and Education Assistance Act, Pub. L. 93-638, 88 Stat. 2205, 25 U.S.C. 450e(b), UICSL gives preference in employment opportunities to American Indians/Alaska Natives (AI/AN) who can perform the work outlined in our Position Description(s) regardless of age, sex, religion, or tribal affiliation (subject to existing laws and regulations). UICSL also extends preference to AI/AN organizations and AI/AN-owned economic enterprises in the awarding of any subcontracts engaged under our funding agreement(s).*

To the extent feasible and consistent with effective performance as a federal contractor, UICSL may give preference in employment and training opportunities to AI/ANs who are NOT fully qualified to perform the work outlined in our Position Description(s) regardless of age, sex, religion, or tribal affiliation (subject to existing laws and regulations); and UICSL may provide reasonable opportunities for training including on-the-job, classroom, or apprenticeship training designed to increase the vocational effectiveness of AI/AN employees.

When UICSL is unable to fill our employment and subcontracting opportunities after giving full consideration and preference to AI/AN candidates, employees and/or subcontractors, UICSL will satisfy our needs by selecting non-AI/AN candidates and subcontractors in accordance with equal employment opportunity and affirmative action statues mandating that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, or national origin. (48 CFR §52.222-26).

REVIEWED BY HUMAN RESOURCES:	DocuSigned by: Eva Leyer 19FD410CE6F6499... 11/8/2023	**APPROVED BY EXECUTIVE DIRECTOR:**	DocuSigned by: Alan Barlow CAA58DE93D1E472... 11/8/2023
PRESENTED TO BOARD OF DIRECTORS:	*Scheduled for November 28, 2023*	**NEXT REVIEW DATE:**	November 2025

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EMPLOYEE ACKNOWLEDGEMENT

I have reviewed and been provided with the content of the **Security Guard** position description.

My signature on this document certifies that I can perform the essential functions of this position as outlined in this description, with or without reasonable accommodation. A signed copy of this document will be maintained in my Personnel file for reference.

Describe any accommodations required to perform these functions:		
Employee Name (Print)	**Employee Signature:**	**Date:**