



Job Code: 2462

Grade: 12

HCWR: N

Job Title

Hospital Security Aide

Department

Security

Job Summary

The Hospital Security Aide assists in providing safety and security for locates throughout Cook County Health. The Hospital Security Aide provides a safe environment for hospital employees, patients and visitors to the hospital and its adjacent campus and grounds. This position is responsible for reporting to their assigned post as scheduled, checks identification, provides wayfinding and assists with the completion of incidents reports.

Typical Duties

- Reports to assigned post as scheduled.
- Checks identification, provides wayfinding, and completes incidents reports, as needed.
- Provides safety escorts and assists Hospital Police Officers, as needed.
- Activates, deactivates, and/or responds to security/door alarms.
- Monitors equipment on a regular and on-going basis.
- Maintains oversight of property preventing theft and/or damage.
- Reports any and all unusual occurrences and makes proper notification for corrections.
- Monitors for potential hazards such as utility failures, building and property damage, security breaches such as unlocked doors, unauthorized entry to premise, violation of Hospital rules and regulations.
- Rounds the areas surrounding the post and performs routine check of out-of-the-way viewpoints such as stairwells for unauthorized occupancy.
- Works at locations throughout Cook County Health, as assigned.
- Performs other duties, as assigned.

Minimum Qualifications

- High School Diploma or GED equivalent
- Two (2) years of experience in public safety or security or military experience

Preferred Qualifications

- NA

Knowledge, Skills, Abilities and Other Characteristics

- Knowledge of Hospital policies and procedures.
- Knowledge of Hospital locations and areas in the Hospital.
- Ability to remain alert and respond to events in an appropriate manner.
- Excellent verbal and written communication skills necessary to communicate with all levels of staff and a patient population composed of diverse cultures and age groups
- Ability to understand and follow oral and written instructions
- Ability to multi-task and prioritize assignments
- Ability to sit, stand and bend for periods of time



Physical and Environmental Demands

This position is functioning within a healthcare environment. The incumbent is responsible for adherence to all hospital and department specific safety requirements. This includes but is not limited to the following policies and procedures: complying with Personal Protective Equipment requirements, hand washing and sanitizing practices, complying with department specific engineering and work practice controls and any other work area safety precautions as specified by hospital wide policy and departmental procedures.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of the personnel so classified.

For purposes of the American with Disabilities Act, “Typical Duties” are essential job functions.