



EMPLOYMENT ANNOUNCEMENT

POSITION:	SECURITY OFFICER	DEPARTMENT:	FACILITIES
SUPERVISOR:	FACILITIES MANAGER	SALARY:	HS/HISET: \$17.00
CLASSIFICATION:	REGULAR, FULL-TIME, NON-EXEMPT	(RISES BASED UPON EXPERIENCE)	CERT: \$17.85
OPENING DATE:	DECEMBER 7, 2023	CLOSING DATE:	OPEN UNTIL FILLED

POSITION DESCRIPTION:

Responsible for ensuring the safety and protection of the Rocky Boy Health Center's employees, visitors, and patients. Ensures safety and protection of RBHC's associated facilities and properties. Security officers are tasked with patrolling a designated area, responding to safety and security threats, and establishing a security presence.

MAJOR DUTIES:

- Secures premises and personnel by patrolling property; monitoring surveillance equipment; inspecting buildings, equipment, and access points; permitting entry.
- Obtains help by sounding alarms, e.g., police, fire, EMS.
- Prevents losses and damage by reporting irregularities; informing violators of policy and procedures; restraining trespassers.
- Controls traffic by directing visitors.
- Completes reports by recording observations, information, occurrences, and surveillance activities; interviewing witnesses; obtaining signatures.
- Maintains environment by monitoring and setting building and equipment controls.
- Ensures operation of equipment by completing preventive maintenance requirements; following manufacturer's instructions; troubleshooting malfunctions; calling for repairs; evaluating new equipment and techniques.
- Contributes to team effort by accomplishing related results as needed.
- Delivers Letters/Memorandum on personnel actions.
- Assists other departments as needed.
- Other duties as assigned.

THIS EMPLOYMENT ANNOUNCEMENT DOES NOT CONTAIN A COMPREHENSIVE DESCRIPTION OF ACTIVITIES, DUTIES, OR RESPONSIBILITIES THAT ARE REQUIRED FOR THIS POSITION. DUTIES, RESPONSIBILITIES, AND ACTIVITIES WILL BE REVIEWED PERIODICALLY AS DUTIES AND RESPONSIBILITIES CHANGE WITH NECESSITY.

MINIMUM QUALIFICATIONS:

APPLICANTS WITH CREDENTIALS THAT DO NOT MEET THE MINIMUM QUALIFICATIONS FOR THIS POSITION WILL NOT BE CONSIDERED.

- High School Diploma or Equivalent (HiSET, GED)
- Ability to stand, walk, or sit for extended time periods.
- Ability to assist patient loading and unloading including lifting.

DESIRED QUALIFICATIONS:

- Formal Law Enforcement Officer Training (FLETC/MLEA) with at least two (2) years' experience in Law Enforcement.

APPLICANTS MUST SUBMIT THE FOLLOWING ITEMS:

- Rocky Boy Health Center Employment Application
- Letter of interest/Cover letter
- Resume or Curriculum Vitae

ROCKY BOY HEALTH CENTER HUMAN RESOURCES IS NOT RESPONSIBLE FOR ENSURING APPLICATION PACKAGE IS COMPLETE. ONLY THOSE APPLICATIONS PROPERLY COMPLETED AND RECEIVED ON OR BEFORE THE CLOSING DATE AT 4:00 PM WILL BE CONSIDERED FOR THE POSITION ADVERTISED.

ALL EMPLOYMENT OFFERS ARE CONTINGENT UPON SUCCESSFUL COMPLETION OF A BACKGROUND CHECK AND PRE-EMPLOYMENT DRUG TEST. SUCCESSFUL APPLICANTS ARE SUBJECT TO A 60-DAY PROBATIONARY PERIOD.

SUBMIT APPLICATION:



In Person Rocky Boy Health Center Human Resources Office
6850 Upper Box Elder Road Box Elder, Montana 59521



E-mail rbhchr@rbclinic.org



Online <https://www.rbclinic.org/employment>

APPROVED FOR ADVERTISEMENT:

DocuSigned by:

Joel Rosette

311869448969401

Joel Rosette, Chief Executive Officer