

Job Description

Title:	Security Resource Officer
Department:	Administration
Exempt Status:	Non-Exempt
Pay Status:	Salaried
Immediate Supervisor:	Maintenance Director
Primary Location of Work:	Maintenance Shop
Typical Workweek:	30 hr. Varied to include weekends and third shift hours
Approval Authority:	Administrator
Reviewing Authority:	Policy & Personnel Committee of the Board of Directors

Overall Purpose of the Job:

The overall purpose of this job is to promote a safe environment for residents, staff, and guests of the Home in accordance with MHCO policies and procedures and existing laws.

Major Functions for which the Employee has Direct Responsibility:

1. Security

75% of time

A. Supervisory Duties

- 1) Provide support and direction in crisis situations, including Crisis Prevention Institute prevention and intervention techniques.
- 2) Assist in coordination of officers, deputies, or volunteers during events or incidents.
- 3) Communicate safety plans to pertinent employees and others as needed, including administering Code Red and other campus alerts in coordination with Administration.
- 4) Determine whether others moving about campus are approved.

B. Operative Duties

- 1) Conduct walking and riding patrols through campus including the farm on a variable schedule.
- 2) Routinely check doors to buildings and report any unsecure settings for follow up.
- 3) Report security breaches, resident inappropriate behavior or other MHCO issues, such as facility damage, noted resident and staff situations, and inspects perimeter, fences, and gates.
- 4) Routinely monitors surveillance equipment and provides official reviews during incidents.
- 5) Complete PQI Incident reports as required.
- 6) Prepare any needed safety plans, including operational assignment documents.
- 7) Participate in Risk Management Team, Department Head, and PQI Subcommittees.

2. Training and Professional Development

15% of time

A. Supervisory Duties

- 1) Provides safety informational training sessions for employees, residents, and volunteers as requested.

B. Operative Duties

- 1) Participates as a student or instructor during in-service training and training on Policies and Procedures of MHCO.
- 2) Maintains any necessary certifications.
- 3) Teach children proper respect and caution for all firearms through role modeling and resident instruction.
- 4) Conducts and monitors lockdown, weather, and fire safety drills in residential and nonresidential buildings and logs data per the schedule described in the Policy and Procedure Manual.
- 5) Provides insights about emergency management improvements or procedural changes needed resulting from drills and procedure reviews.

3. Professional Development

5% of time

A. Operative Duties

- 1) Shares in the responsibility of teaching required trainings as stated in MHCO Policies and Procedures.
- 2) Maintains educational qualification and professional certification training relevant to the position.
- 3) Maintains credentials and professional association membership relevant to the position.
- 4) Maintains a high degree of professional education and training to ensure the highest level of best practice with regards to job duties and expectations.
- 5) Remains in compliance with local, state, and federal regulations.

4. Serves as a Representative of MHCO to the Community

5% of time

A. Supervisory Duties

- 1) Represents MHCO in all on campus interactions with staff, volunteers, guests, and unexpected visitors.
- 2) Engages in a positive and productive manner with all residents to help build positive perceptions related to policing with the children.

B. Operative Duties

- 1) Participates as a representative of MHCO by being an active member of Community Communications Committee.
- 2) Participates as needed as a representative of MHCO by making presentations to various groups.

Person Specification

Position: Security Resource Officer

Prerequisite Qualification, Education, Experience, or Certification:

It is recommended that the person occupying this position have a two-year associates degree in a human resource or criminal justice field, have relevant work experience, and be willing to actively pursue continuing education to maintain/increase job knowledge. The employee will have or obtain a current and valid NC Driver’s License. The Security Resource Officer must complete training requirements necessary to maintain certifications.

Major Function or Responsibility

Required Qualification, Education, or Certification

Security	Skills, experience, and resources in legal matters related to policing and/or security. Current and valid Law Enforcement Officer certification or NC Security Guard and Patrol License through the Private Protective Services Board of the Dept of Public Safety.
Training and professional development	Ability to plan, organize, and present required training.
Professional development	Ability to pursue development and maintain certifications.
Functions as an Integral Part of the Team	Personal communication skills that allow for compromise and negotiation to permit reaching consensus. Human relations skills that allow for participation in group decision-making and presenting the group decision as determined.
Represents Agency to Community	Thorough knowledge of all the Agency programs and services. Thorough knowledge of Agency policies and procedures. A working knowledge of the mission and functions of the Agency. Ability to speak well in public to groups and individuals in support of the Agency.

Employee’s Signature

Date

Supervisor’s Signature

Date