

Site Security Attendant

Reports to: Facility Manager

Date: October 2010

THE VANTAGE® MISSION:

Vantage® exists to generate profits and savings for its owners that increase Vantage® shareholders value and exceed quality standards.

THE VANTAGE® VISION:

Vantage® will be known nationally as the partnership model organization for hospitals and other healthcare facilities and providers. Vantage® will offer a variety of services that convert healthcare cost centers into profit producing opportunities.

JOB SUMMARY:

Site Security Attendant will ensure a safe and risk free environment in and around the facility after hours. Duties will be to guard, patrol and monitor the premises to prevent theft, violence, or infractions of Company Policies.

TRUTH: Employee performs their job in an honest manner, arriving on time, being available for the duties of their job and making sure their job is done accurately and completely.

MUTUAL RESPECT: Employee performs their job respecting the working environment of other employees, the privacy and need of customers, the need for the job to be done according to their supervisor's direction and with behavior that is courteous to others

FLEXIBILITY: Employee shows a willingness to adapt to the demands of their job that may not follow the routine process, a willingness to change how the employee approaches their job duties or if a situation calls for a different process the need for a new process is recognized and brought to the attention of their supervisor.

CREATIVITY: Employee offers constructive suggestions and ideas to improve the processes of their job that could result in better quality or lower costs.

CUSTOMER SERVICE: Whether it is a patient, customer, an investor or another Vantage employee that relies on the service and support provided, an employee should listen, take the responsibility to respond and then follow up to make sure the service needed is taken care of.

ESSENTIAL FUNCTIONS:

1. Monitor access to facility; assist employees, screen for proper I.D.
2. Must be courteous and friendly
3. Professional, neat, clean appearance is necessary
4. Flexible schedule is required: weekends / holidays are mandatory
5. Detail oriented, report any unusual occurrence to the appropriate individual
6. Other duties may be assigned as needed

MINIMUM NECESSARY REQUIREMENTS PER HIPAA:

1. Confidentiality regarding customers and employees is expected
2. If any confidential information is found not pertain to your job, please forward to your supervisor

SOFTWARE ACCESS:

1. None.

JOB QUALIFICATIONS:

1. High school diploma or equivalent
2. Ability to perform physical labor
3. Ability to meet and deal with employees and public and facility personnel
4. Ability to follow directions and complete tasks as required
5. Ability to work independently

Stop by the Vantage Center at 1305 S. Main Street, Meadville and ask the receptionist for an application, or download an application from our web-site and drop it off or mail it in, attention: Val Travis