



TRIBAL PERSONNEL DEPARTMENT

JOB ANNOUNCEMENT

JOB TITLE: Security Officer
SUPERVISOR: QI & Risk Manager
LOCATION: Peter Christensen Health Center
POST DATE: February 5, 2026
CLOSING DATE: February 19, 2026

General Description: The primary responsibility of this position is to perform under general supervision of the QI & Risk Manager, with the focus on maintaining a safe environment at the Peter Christensen Health Center, Family Resource Center, and Alice Soulier Deverney Wellness Center. Ensure that safety and security provisions are provided and business is conducted lawfully, ethically, and with moral principles consistent with the mission and values of the center.

Qualifications: High School Diploma or equivalent is required. Prior security officer experience or in a related field preferred along with experience or knowledge in healthcare facility or setting preferred.

Salary: \$19.00-\$22.00/hr., depending on qualifications

How to Apply: Submit your application for employment, and notarized release of information form by the deadline. Applications and detailed job descriptions can be located on our website www.ldftribe.com or are available at the William Wildcat Tribal Center in the Human Resources Department. Please submit your application materials to:

Human Resources Department
P.O. Box 67
Lac du Flambeau, WI 54538
715-588-3303
Email: hr@ldftribe.com

Native American preference will be applied to hiring of this position as defined in Title 25, U.S. Code, Chapter 14, Subchapter V, subsection 273 & 274. We are an equal opportunity employer with preference given to qualified Native American applicants in accordance with federal law and tribal policy.

Lac du Flambeau Band of Lake Superior Chippewa Indians
Nonexempt Position Description

A. TITLE OF POSITION: Security Officer

B. DEPARTMENT: PCHC Administration

C. SUPERVISOR'S TITLE: QI & Risk Manager

D. DESCRIPTION OF DUTIES: The primary responsibility of this position is to perform under general supervision of the QI & Risk Manager, focus on maintaining a safe environment at the Peter Christensen Health Center, Family Resource Center, and Alice Soulier Deverney Wellness Center. Ensure that safety and security provisions are provided and business is conducted lawfully, ethically and with moral principles consistent with the mission and values of the center. Maintains confidentiality of all privileged information. Specific position responsibilities include, but are not limited to the following:

1. Circulate among visitors, patients, and employees to preserve order and protect property and enforce the Safety & Security policies and procedures of the Peter Christensen Health Center, Wellness Center and FRC when requested.
2. Provides assistance by lifting, moving and/or other assistance to help patients into or out of the clinic facility.
3. Maintains orderly parking of all vehicles in the clinic parking lots and front driveway; keeps entrance to PCHC safe and clear from obstructions, including parked vehicles in unauthorized areas.
4. Prevents loitering, use of tobacco products on PCHC and properties and carrying of weapons or any other prohibited articles in and out of the clinic; maintaining an alcohol/drug-free work place.
5. Provides light maintenance work keeping front entrance clean and orderly; assisting Maintenance Department with snow removal, picking up cigarette waste as requested.
6. Responds to appropriate emergency codes and situations, including incidents of theft.
7. Summons and ensures law enforcement, fire department or other authorities are contacted when needed.
8. Ensures security of all doors and windows of PCHC building and PCHC transportation vehicles.
9. Patrols premises to prevent and detect signs of damage or intrusion in unauthorized areas and investigates disturbances.
10. Uses and participates in implementation of any software for security monitoring, security checkpoint verifications and security log maintenance.
11. Communicate and coordinate with other staff in the provision of services to patients of PCHC.
12. Assists in ensuring processes, policies and procedures comply with AAAHC, HIPAA and applicable tribal, state and federal law.

13. Submits written reports to supervisor of any disturbances, intrusions, damage, theft and any other violations of regulations that may occur on clinic premises.
14. Assists in ensuring that appropriate channels of communication are established and maintained for reporting of problems and concerns.
15. Maintains a working knowledge of compliance issues, laws, and regulations.
16. Participates in PCHC subcommittees as necessary, such as Emergency Preparedness and Safety.
17. Acts as Emergency Coordinator for the PCHC building, assists in implementing safety drills and communicating with Safety Monitors on emergency preparedness.
18. Assists in policy and procedure revisions and maintains familiarity with Safety & Security protocols.
19. Assists with mandatory staff training on emergency preparedness, radio training of Safety Monitors and onboarding of new employees.
20. Maintains professional communication and collaboration with local emergency services, Tribal Emergency Management and Conservation Law departments.
21. Completes annual trainings and any other as needed training as assigned (such as, but not limited to, Incident Command System training, disaster response, healthcare security officer certification.)
22. Work toward achieving implementation of AAAHC certifications and conducts appropriate follow-up.
23. Ensures confidentiality of patient care and employee information within the facility and demonstrates a thorough understanding of HIPAA regulations.
24. Operate personal vehicle or PCHC Maintenance vehicle when needed or as directed.
25. Must possess a valid driver's license and liability insurance.
26. Must maintain valid vehicle registration if using personal vehicle for work related activities.
27. Assist Transportation Department with patient transports, if necessary.
28. Performs other related duties as assigned.

E. POSITION RELATIONSHIPS:

1. **Internal:** Effective interactions with PCHC staff.
2. **External:** Frequent contact with all outside businesses, individuals and protocol and local emergency services.

F. SUPERVISORY RESPONSIBILITIES: None

G. SUPERVISION RECEIVED: Receives direction from the QI & Risk Manager.

H. EDUCATION: High School Diploma or equivalent is required. Prior security officer experience or in related field preferred along with knowledge in a healthcare facility or setting preferred.

I. EXPERIENCE: Prior experience with security officer duties, knowledge of healthcare facilities preferred. Training or knowledge in de-escalation tactics preferred.

J. SKILLS:

1. Knowledge of applicable, federal, state, county, and local laws, regulations, and requirements.
2. Knowledge of health service/administration and other self-assessment programs, accreditation requirements including continuous quality assurance or management, risk management, safety, and infection control.
3. Proficient in the use of communication devices as in hand held radios, cell phones.
4. Knowledge of business English, proper spelling, grammar, punctuation, and basic arithmetic.
5. Knowledge of the complexity of current health problems specific to Native Americans.
6. Knowledge of customer service standards, quality, and compliance and procedures.
7. Ability to establish and maintain professional relationships with individuals of varying social and cultural backgrounds and with co-workers at all levels.
8. Ability to demonstrate moral character, honesty, tact, fairness, lack of prejudice and desire to help when dealing with people.
9. Ability to foster a cooperative work environment.
10. Ability to recognize and respond to hostile, escalating behavior.
11. Knowledge and skill in situational reasoning that requires the ability to exercise judgment, decisiveness and creativity in situations.
12. Ability to use independent judgment and to manage and impact information to a range of clientele and/or media sources.
13. Ability to develop and maintain recordkeeping systems and procedures.
14. Skill in operating business computers and office machines, including in a Windows environment, specifically Word, Excel, Access, presentation software (such as PowerPoint).
15. Skill in examining and re-engineering operations and procedures, formulating policy, and developing and implementing new strategies and procedures.
16. Skill in analyzing problems, projecting consequences, identifying solutions, and implementing recommendations.
17. Must obtain HeartSaver certification within six months of hire, and maintain bi-annually thereafter.

K. WORKING ENVIRONMENT:

1. Work Conditions: Requires sitting, standing, and walking. Evening and/or weekend work may be required. Extended hours and irregular shifts may be required. Position requires making rounds between buildings in possible inclement weather conditions.

2. Exposure to Hazards: Potentially unsafe situations with hostile, threatening clientele.

3. Physical Requirements: While performing the duties of this job, the employee Regularly required to walk and frequently required to stand. The employee must have the ability to lift 20-50 pounds and occasionally in excess of 100 pounds. **Must be able to successfully pass an annual physical examination and vision screening.**

L. BEHAVIORS: The vision, goals and objectives of the Lac du Flambeau Band of the Chippewa Indians requires the Security Officer to perform in both a professional and personable manner. The manner in which the employee relates to fellow employees, clients and visitors is considered parallel in importance to technical knowledge and ability. Respect

and consideration given to the dignity of each client, visitor and fellow employee is a requisite of successful job performance. Any attitude or behavior that will tarnish the name or reputation of the Lac du Flambeau Tribe will not be tolerated and subject to disciplinary action.

M. OTHER: Demonstrate a strong commitment to cultural beliefs and values of the Lac du Flambeau Band of Lake Superior Chippewa Indians and the governing Tribal Council. Practices cultural sensitivity at all times, recognizing the respective diverse work styles within the organization and the Lac du Flambeau community. Must submit to a drug test prior to commencing employment and random testing thereafter. Criminal background check required applicable to the job description. Must have a valid WI driver's license, valid vehicle registration if using vehicle during work hours, liability insurance, and be insurable. Employee must provide proof of immunity to measles, mumps, rubella, varicella, hepatitis B, tetanus/diphtheria/pertussis (Td/Tdap) at the time of employment and submit to a TB test. Employee will be subject to FIT testing for N95. As an employee of the Tribe, he/she will be subject to the Policies and Procedures of the Lac du Flambeau Band of Lake Superior Chippewa Indians.

N. SIGNATURES:

| Employee | Date | Manager | Date |
|--|-------------|--|-------------|
| <u>Previously signed</u> Tribal Administrator | | <u>Previously signed</u> Human Resources Director | |