

VICE PRESIDENT OF SECURITY MEDICAL CENTER

DISTINGUISHING FEATURES OF THE CLASS: An incumbent in this class is responsible for the oversight and coordination of hospital security operations, systems and programs for the Westchester Medical Center (WMC). Responsibilities include establishing and maintaining a security management program in compliance with JCAHO standards and other applicable federal, state and local requirements. This position reports to the Senior Vice President of Hospital Facilities. Administrative supervision is exercised over operational units of the security function. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Directs and coordinates all administrative and operational activities related to planning, organizing and maintaining the security of property, buildings, grounds, equipment, personnel, patients, and visitors at the Westchester Medical Center, including Taylor Care Center and Maria Fareri Children's Hospital;

Develops and implements measures to ensure the safety of assets and specialized equipment;

Develops and implements security measures and coordinates timely hospital-wide awareness training in clinical areas, including procedures that address newborn or pediatric abduction;

Implements and coordinates workplace crime prevention, response training, and internal investigations regarding such issues as theft of services and property, workplace violence and vandalism;

Conducts vulnerability assessments and identifies and evaluates potential security technologies and practices for perimeter protection, physical access authorization, installation of cameras, lighting equipment, and surveillance tools;

Acts as a liaison with risk management and legal staff, as well as federal, state and local entities, relative to security and public safety issues at WMC;

Participates in major incident planning with WMC departments and local health care facilities and agencies to establish procedures for addressing major security incidents or failures which may require crowd or vehicular control or decontamination, including the handling of bioterrorism events, civil disturbances, or situations involving VIPs or the media;

Coordinates hospital security programs, including emergency response plans, with state and local officials;

Meets with Department Heads and Administrators to review ongoing progress and problem solving, addressing efficient and quality of service issues;

Oversees and monitors recordkeeping, reporting activities, and documentation of incidents;

Prepares complex reports, correspondence, and other documents;

Attends meetings and conferences, as required;

EXAMPLES OF WORK (Con't)

Recommends development of policies and procedures or revision of existing policies and procedures to resolve operational issues and/or to comply with JCAHO and other state federal, state or local legal or regulatory requirements;

Uses computer applications or other automated software such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments;

Accesses protected health information (PHI) in accordance with departmental assignments and guidelines defining levels of access (i.e., incidental vs. extensive).

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Comprehensive knowledge of the principles, practices and techniques employed in establishing and maintaining institutional and building safety and security; comprehensive knowledge of the techniques and methods of safety and security analysis; comprehensive knowledge of Joint Commission on Accreditation of Healthcare standards for hospitals and nursing homes as they relate to security; thorough knowledge of safety and security laws, rules and regulations; ability to formulate, develop, implement and coordinate a multi-scale security program; ability to establish effective working relationships with key management personnel, associates, outside entities, subordinates and general public; ability to communicate effectively both orally and in writing; ability to effectively use computer applications such as spreadsheets, word processing, calendar, email and database software in performing work assignments; ability to read, write, speak, understand, and communicate in English sufficiently to perform the essential duties of the position; initiative; tact; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: A Bachelor's Degree* and eight years of administrative or managerial experience where the primary function of the position was security operations, one year of which must have been for a hospital facility, and at least four years of which must have been in a supervisory capacity.

SUBSTITUTION: Experience as a full time police officer (as defined in Sec. 1.20 of the New York State Criminal Procedure Law) at a supervisory level may be substituted for the above-cited general experience on a year-for-year basis. There is no substitution for the one year of specialized hospital experience.

*SPECIAL NOTE: Education beyond the secondary level must be from an institution accredited or recognized by the Board of Regents of New York State Education Department as a post secondary degree granting institution.

NOTE: Unless otherwise noted, only experience gained after attaining the minimum education level indicated in the minimum qualifications will be considered in evaluating experience.

West. Co.
J. C.: Competitive
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Job Class Code: E0884
Job Group: Flat Rate