**Summary:** In order to ensure safety at [CHC], the Protective Services Officer (PSO) provides protection, safety and the security of assets, personnel, customers and all visitors. This position will work in all the various clinical environments located in the [CHC] clinical network.

**Responsibilities:**

* Perform security patrols, protect property including assets, personnel, customers and visitors.
* Investigate and write reports on accidents, incidents, suspicious activities, and other related situations.
* Attends all staff meetings and all other meetings as required.
* Provide assistance to customers, employees and visitors as requested.

**Knowledge, Skills & Ability**:

* Ability to interact positively and build rapport with patients, coworkers and/or external contacts.
* Ability to work independently and organize work in a manner that ensures accuracy and efficiency.
* Ability to demonstrate the capability to effectively and sensitively respond to the needs and concerns of the full range of [CHC]’s diverse patient population.
* Customer service skills, including the ability to diffuse upset patients.
* Skill in using a variety of computer software including but not limited to the internet and MS Office Products.
* Ability to handle sensitive information ethically and responsibly.
* Ability to protect the confidentiality of patient, employee and business information.
* Ability to exercise sound judgment and make decisions quickly.

**Experience & Education Qualifications:**

* High school diploma or GED required.
* Eligible to obtain a concealed weapons permit (CWP) within 90 days.
* Graduation from an accredited law enforcement academy or military police training.
* Previous extensive local, state or military law enforcement experience required.