

HEALTHCARE SECURITY SYSTEMS ADMINISTRATOR



REPORTS TO:
Security Manager



DEPARTMENT:
Healthcare Security

TOOLS



Communication devices



Security systems



System manuals and diagrams



Computer and software programs

WORKING CONDITIONS

Physical Demands



Ability to reach with arms, stoop, kneel, crouch, crawl and grasp objects with hands and fingers



Work in hazardous areas (gases, fumes, chemicals, bodily fluids) with protective gear. Exposure to weapons, violent or infectious persons, inclement weather and loud noises



Ability to respond quickly and sit, stand, walk and climb for long periods of time



Ability to lift, move and install equipment

Mental Demands



Ability to maintain composure when dealing with high-pressure/urgent situations

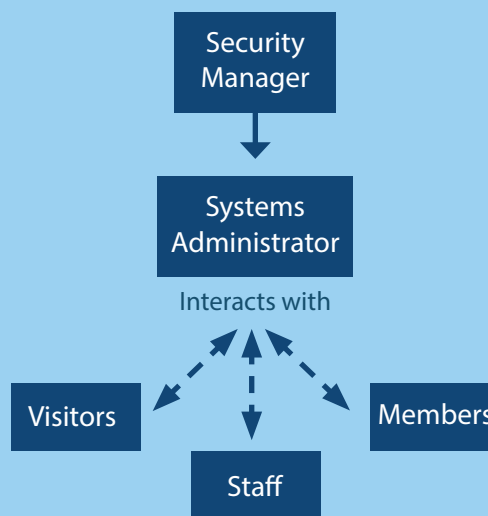


Ability to quickly solve complex problems and multi-task with short deadlines

ABOUT ME

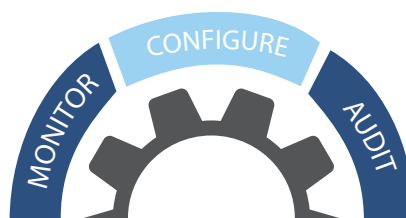
I am an experienced and passionate Healthcare Systems Administrator.

As a Systems Administrator, I perform a variety of functions, including: overseeing the implementation and maintenance of the healthcare facility's security systems and technology integrations; managing and administering the activities of a dedicated regional technology deployment; and supervising specialists when applicable.



MY FOCUS

"My main focus is to **monitor** security systems and my environment; **configure**, test, regularly **audit**, and review all security systems to quickly address any gaps/issues, and implement fixes."



QUALIFICATIONS

Education/Certifications

- Bachelor's degree (or equivalent experience)
- Valid state driver's license or state issued identification card
- Obtain SOC certification & Lenel (basic & advanced) certification within six (6) months

Knowledge

- Security/healthcare
- Systems Administrator
- Extensive familiarity with blueprints and standards, and wiring diagrams
- IT applications, especially security
- Two-way radio communication
- Encryption technologies

Skills

- Advanced computer skills and software programs: Windows NT or 2000, SQL, MSN Office/Project
- Technical support/troubleshooting
- Project management
- Change management
- Customer service

Requirements

- Ability to work overtime
- Reliable form of transportation
- Ability to drive (pending site requirements)
- Abide by member privacy laws
- Adhere to security licensing
- Ability to pass physical fitness test and employee health screening
- Maintain professional composure
- Ability to use N-95 Respirator

METRICS

Systems Health



% of systems health



of systems online

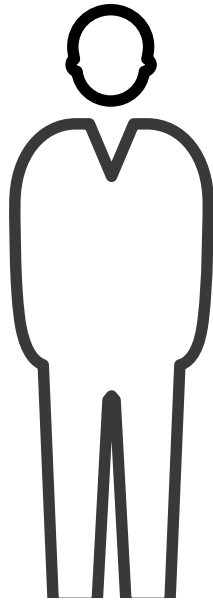
Quality Assurance



Response time



Customer satisfaction



SECURITY BASICS	RISK MANAGEMENT	COMMUNICATION	SERVICE DELIVERY	LEADERSHIP
Knowledge of healthcare operations and care delivery environments	Risk assessment & mitigation	Written and verbal communication skills	Professionalism	Decision making skills
Security procedures and operations expertise	Security system configuration	Ability to influence stakeholders	Responsive and dependable	Collaborative with facility stakeholders
Knowledge of facility and department heads	System maintenance	Customer service oriented	Environmental Design	Emotional intelligence
Business and organizational acumen	Project and time management skills	Ability to listen accurately and thoroughly	Alarm management	Adaptable

RESPONSIBILITIES

Observe

- Observe and remain vigilant for system inefficiencies/issues, actively suggest improvements, and implement effective countermeasures
- Complete frequent audits of the security systems/equipment

Protect

- Protect the customer's facility from loss due to theft of systems/equipment by remaining vigilant
- If needed, fulfill the responsibilities, qualifications, and competencies of other security staff members, including, the Security Manager

Maintain

- Maintain and display good public relations skills during interactions
- Maintain compliance with local, state, and federal regulations
- Continuously maintain security systems, such as card readers, cameras, etc.

Monitor

- Train, plan, assign, direct, and supervise the staff work; and evaluate performance (where applicable)
- Ensure design/construction projects are consistent with industry best practices, and NFS design standards, scope, schedule, and budgets
- Operate remote access devices

Communicate

- Communicate in a courteous, respectful, and pleasant manner to the security team, customer, visitors, and members
- Present a professional image of BCI, the customer, and Security Department
- Contact the Police or Fire Department, when appropriate

Learn

- Learn the security and healthcare operations, procedures, and codes
- Learn age-related patient care
- Learn and adhere to the company policies and procedures
- Learn proper equipment safety

Configure

- Provide technical and troubleshooting support, as well as coordinate problem tracking and resolution
- Provide programming, configuration, and testing for system expansions, and actively participate in installation projects

Plan

- Assist the Security Manager to plan, organize, train, and implement administrative, operational, and facility-specific programs, procedures, and policies
- Plan and implement maintenance and health monitoring items, and maintenance of the system standards

Report

- Manage the quality and accuracy of all the security reports (where applicable)
- Produce and submit high-quality and detailed reports/logs
- Prepare and present audit reports
- Create system config documents