



Example of Security Shift Supervisor Job Description

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Our company is growing rapidly and is searching for experienced candidates for the position of security shift supervisor. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

Responsibilities for security shift supervisor

- Physically patrol building to observe and listen to individual residents and groups of residents and monitor the state of the building
- Document disciplinary action for rule violations according to procedure, to comply with contracting agency requirements, and log accordingly
- Train, supervise and/or perform oversight of meals, visitor hours, and work details to observe for unusual or suspicious activities or behavior so that preventative measures are taken prior to potential problem occurrences
- Use judgment to determine inappropriate or abnormal conditions or behavior
- Conduct scheduled and impromptu inspections of resident living and common areas for cleanliness and proper maintenance in order to meet health and safety requirements
- Maintain legible, accurate and concise records in the daily logs
- Address and provide incident reports for all serious or unusual incidents that occur and/or reported
- Perform on-call administrator duties in rotation and prepare incident reports that are legible, and accurately reflect all pertinent facts
- Coordinate and supervise the transportation of residents in accordance with established schedule, using facility vehicle, in accordance with the needs of the facility
- Visually check logs (e.g., UA, room search, medication, pat down, verification) to determine if the activity has occurred and that the information recorded is

Qualifications for security shift supervisor

- The majority of the time the employee will spend commuting between and in the clinical buildings
- Potential exposure to blood and blood borne pathogens is minimal while performing inquisitions and interviews
- Exposure to chemicals during the course of an investigation may require the use of personal protective equipment
- Extensive law enforcement background preferred
- Three (3) years of experience in management, supervision and service delivery in a corrections or long term residential environment
- Above average computer knowledge and skills