



Required Qualifications (as evidenced by an attached resume):

Associate's degree (foreign equivalent or higher). In lieu of a degree, two (2) years of full-time related experience (i.e. security, public safety, emergency management, military, or law enforcement) may be considered. Three (3) years of full-time prior experience in any one of these areas: security, public safety, emergency management, military, or law enforcement. New York State Security guard license. Must have, keep and maintain the appropriate valid NYS Driver's License; have a motor vehicle record which is free from major violations or a pattern of repeat violations. **(***Out-of-State Applicants, see "Special Notes").**

Preferred Qualifications:

Additional years (4+) of full-time prior experience with security, public safety, military, or law enforcement. Experience with operating screening systems such as metal detectors. One or more of the following certifications: Security, Emergency Medical Services, Emergency Management, or Police Certification(s), Professional Security Certifications: American Society for Industrial Security (ASIS) certifications (CPP, APP, PCI, PSP), International Association for Healthcare Security and Safety (IAHSS) certifications: (CHSO, CAHSO, CHSSO).

Brief Description of Duties:

The Protection Specialist is a key member of the Public Safety team, responsible for the protection and safety of visitors, staff, and patients across the healthcare enterprise. They will coordinate a range of activities that will adapt based on intelligence reports and facility data. They will collaborate with security staff, law enforcement and clinical leaders to achieve safety objectives and goals. The Protection Specialist must have excellent verbal and written communication skills.

• **Threat Assessment and Crisis Intervention:**

- Utilize hospital-specific risk mitigation strategies to deter, detect and delay threats to the facility.
- Lead and conduct real-time threat assessment(s) to ensure the safety of the facility.
- Participate in investigations related to patients, staff and visitors. This includes threats, loss of property and fraud.
- Respond to and/or lead emergency incidents.
- Liaise with outside agencies in an effort to streamline processes and assist in ongoing internal and external investigations.
- Coordinate emergency operation plans and protocols. This may include deploying staff overtly or covertly, to conduct surveillance or respond to developing threats.
- Deploy to special details and assignments.
- Lead and coordinate executive protection activities in accordance with internal policy and procedures.
- Communicate information regarding procedural requirements and other government, local, and University mandates; collaborate with external governmental and local agencies.



- **Protection and Public Safety Operations:**
 - Manage, coordinate and operate the hospital's internal and exterior screening programs.
 - Develop policies and procedures related to the hospital screening program.
 - Identify training needs and create training modules.
 - Work with vendors to resolve issues and schedule service calls.
 - Responsible for tracking and analyzing data for the Hospital Security Management plan.
 - Identify and de-escalate verbal conflict and potential or overt acts of violence.
 - Detain and restrain patients and/or visitors.
 - Perform secondary-level searches.
- **Administration:**
 - Review hospital and security reports.
 - Respond to safety concerns with action plans and mitigation strategies.
 - Conduct and document formal and continuous risk assessments.
 - Review and analyze data and generate reports for ongoing monitoring and quality improvement.
 - Assess existing safety and security measures.
 - Work with management to develop KPIs and recommend and implement changes.
 - Coordinate multidisciplinary meetings to address specific threats and concerns.
 - Participate in root cause analysis activities.
- **Other Duties:**
 - Attend meetings on behalf of the department.
 - Other duties or projects as assigned as appropriate to rank and departmental mission.

Special Notes:

This is a full-time appointment. FLSA Exempt position, not eligible for the overtime provisions of the FLSA. Minimum salary threshold must be met to maintain FLSA exemption.

In addition to the employee's base salary, this position is eligible for \$3,026 UUP annual location pay, paid biweekly.

Essential Position: This has been designated as an essential position based on the duties of the job and the functions performed. Positions that are designated as such may be required to report to work/remain at work even if classes are canceled, and the campus is working on limited operations in an emergency.

Evening and weekend work will be required at times.

***Out-of-State Applicants: Please note as a condition of employment and in order for this position to be tendered, the successful incumbent will be required to provide evidence of a valid license and driving abstract from the state issuing the license within five business days of a conditional offer and must obtain a NYS driver's license within 30 days of start date.

THE FOLLOWING PARAGRAPH ONLY APPLIES TO POSITIONS THAT MAY COME IN CONTACT WITH PATIENTS OR PATIENT CARE EMPLOYEES.



In accordance with federal and state regulations that all hospitals and nursing homes require personnel to be vaccinated against COVID-19, candidates who are not already fully vaccinated must obtain the first dose of a COVID-19 vaccine within three (3) calendar days of acceptance of a conditional job offer and must obtain any subsequent doses in accordance with that particular vaccine manufacturer's protocol. Candidates who are partially vaccinated, but not yet fully vaccinated, must complete their vaccination series within three (3) calendar days of a job offer or in accordance with that particular vaccine manufacturer's protocol, whichever comes later.

The state regulation also includes those who may be affiliated with or interact with employees of a hospital or nursing home. The regulations allow for limited exemptions with reasonable accommodations, consistent with applicable law.

This position will remain posted until filled or for a maximum of 30 days. An initial review of all applicants will occur two weeks from the posting date. For full consideration, applications must be received before the initial review date. If within the initial review no candidate was selected to fill the position posted, additional applications will be considered for the posted position; however, the posting will close once a finalist is identified, and at minimal, two weeks after the initial posting date.

Resume/CV and cover letter should be included with the online application.

Stony Brook University is committed to excellence in diversity and the creation of an inclusive learning, and working environment. All qualified applicants will receive consideration for employment without regard to race, color, national origin, religion, sex, pregnancy, familial status, sexual orientation, gender identity or expression, age, disability, genetic information, veteran status and all other protected classes under federal or state laws.

If you need a disability-related accommodation, please call the university Office of Equity and Access (OEA) at (631) 632-6280 or visit [OEA](#).

In accordance with the Title II Crime Awareness and Security Act a copy of our crime statistics can be viewed [here](#).

Visit our [WHY WORK HERE](#) page to learn about the **total rewards** we offer.

Job Number:

2301008

Official Job Title: Senior Staff Assistant

Job Field : Administrative & Professional (non-Clinical)

Primary Location: US-NY-Stony Brook

Department/Hiring Area: University Police/University Hospital

Schedule: Full-time

Shift : Variable **Shift Hours:** Varies

Posting Start Date: May 31, 2023

Posting End Date: Jun 30, 2023, 11:59:00 PM

Salary:\$72,000 - \$80,000

Appointment Type: Term

Salary Grade:SL3

SBU Area:Stony Brook University

