

# PARAGON CASINO RESORT

## Job Description

### MEDICAL OFFICER

<b>Department:</b>	<b>Security</b>	<b>Reports to:</b>	<b>Security Asst. Shift Manager</b>
<b>Job Code:</b>	<b>OF02</b>	<b>License:</b>	<b>Gaming</b>
<b>Position Code:</b>	<b>OF002</b>	<b>Costing:</b>	<b>700 7000 7011</b>
<b>Pay Grade:</b>	<b>N6</b>	<b>Date:</b>	<b>9/24/19</b>
<b>EEO-1 Code:</b>	<b>3</b>		

#### **SUMMARY:**

Responsible for properly executing security duties on assigned shift, administering first aid and emergency medical attention to guests and associates on property, as required.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following:

- Attends to the medical needs of guests and associates on assigned shift.
- Maintains appropriate inventory control of such items as oxygen, wheelchairs, first aid supplies, and related office supplies.
- Becomes familiar with hazardous materials used on property, and all applicable laws, rules and regulations governing same.
- Identifies potential safety hazards and reports same to the appropriate individual, for proper resolution.
- Operates company vehicles as directed to do so.
- Maintains a working knowledge of Paragon Casino Resort's facilities, as well as special events on property, in order to advise guests and fellow associates of same, whenever possible.
- Attends safety meetings as needed.
- Interacts with guests and associates in a positive, professional manner.
- Ensures a maximum level of guest service and satisfaction throughout the property is achieved and maintained.
- Assists Security Department with money fills and escorts, as needed.
- Maintains a working knowledge of those guests and/or associates who have been banned from re-entering the property, and advises appropriate individuals and departments when seeing trespassers on property.
- Accepts identification from all persons who appear to be under the age of twenty-one (21), to ensure compliance with state and federal gaming regulations.

- Verifies, on a regular basis, that all first aid kits on property are well stocked, and restocks same, as necessary.
- Performs other duties as assigned.

***Paragon Casino Resort requires all Associates to consistently:***

- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.
- Exceed Guests expectations with quality and friendly service.
- Treat all Associates and Guests with respect, dignity, integrity and sensitivity.
- Provide a safe working environment by complying with safety rules and reporting potential hazards.
- Comply with company performance standards and departmental policy and practices.
- Demonstrate pride and professionalism for the property, its goals and the Associate Pledge.
- Support training and development for all Associates.
- Communicate and share ideas, concerns and explain “Why” behind decisions.
- Maintain a consistent, regular attendance record.

**REQUISITE QUALIFICATIONS:**

The requisite qualifications listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Education and/or Experience:** High school diploma or general education degree (GED) required.

**Certificates, Licenses, Registrations:** Must have successfully completed a nationally recognized course for Emergency Medical Technicians and must have passed a national registry examination or completed the LA State Emergency Medical Responder Course sponsored through Paragon Casino Resort Security Department.

**Qualifications:** Excellent communication skills required.

**Must apply for, be granted and retain a valid Tribal Gaming License and State Gaming Certification during their employment with Paragon Casino Resort. Must have understanding of and abide by all regulations as stated in the Tribal-State Compact.**

**Language Skills:** Ability to read and comprehend documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence.

**Mathematical Skills:** Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

**Reasoning Ability:** Ability to apply commonsense reasoning to a variety of situations. Ability to apply commonsense understanding to carry out instructions in written, oral or diagram form.

**Physical Demands:** The physical demands described here are representatives of those that must be met by an Associate to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the Associate is regularly required to talk or hear. The Associate is regularly required to stand; walk; sit; and use hands to finger, handle or feel objects, tools or controls in a 12 hour period. The Associate is occasionally required to reach with the hands and arms, and to sit; climb or balance; and stoop, kneel, crouch or crawl.

The Associate is regularly required to lift and/or move up to fifty (50) pounds, and occasionally lift and/or move up to one hundred (100) pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an Associate encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The Associate is regularly exposed to outside weather conditions.

The noise level in the work environment is usually moderate. When on the casino floor, the noise level increases to loud. The casino environment is usually smoky.