



Lummi Indian Business Council

2665 Kwina Road · Bellingham, Washington 98226 · (360) 312-2000

'Working together as one to Preserve, Promote and Protect our Sche Lang en'

JOB ANNOUNCEMENT

JOB TITLE: Security Officer

Early Learning Center (ELC)

RE-ADVERTISED

OPEN: September 12, 2018

EXEMPT: No

SALARY GRADE: (3) \$10.85 - \$12.15

SHIFT: Day (6 AM – 3 PM)

LOCATION: ELC

DURATION: Regular Full Time (Grant Funded)

CLOSES: September 18, 2018

JOB CODE:

DIVISION: Education

DEPARTMENT: Early Learning

SUPERVISOR: ELC Director

VACANCIES: 1

JOB SUMMARY: Under the supervision of the ELC Director, the ELC Security Officer will be responsible for the security of the Early Learning Programs Center. These duties will include manning the front desk, checking in and out all non-staff adults, escorting adults when needed, and securing the facility in the evenings.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES include the following, and other related duties as assigned.

1. Manning the front desk and checking adults in and out of the facility, keeping out drugs and alcohol, firearms, and unsafe and unapproved visitors
2. Check incoming and outgoing backpacks or large bags.
3. Monitor video security cameras.
4. Ensuring that staff clock out whenever they leave the building for personal reasons.
5. Making sure that all staff and other adults have proper identification
6. Assist in keeping close control and monitoring of individuals on campus
7. Escorting adults around facility when needed
8. Lock and secure the facility after center closes up for the day.
9. Distribute and deliver educational materials as instructed by administration
10. Maintain high professionalism and confidentiality
11. Other duties assigned by the Early Learning Center Director
12. Maintain a visitor's log.

MINIMUM QUALIFICATIONS:

- High School Diploma of equivalent.
- 1 year experience as an attendant or security personnel
- 21 years or older.
- Must possess a valid Washington State Driver's license and meet eligibility requirements for tribal insurance.
- Lummi/Native American/Veteran preference policy applies.

KNOWLEDGE, ABILITIES AND SKILLS:

- A person of good character who has not been convicted of child abuse or other offense against other persons.

- Obtain a First Aid/CPR, and HIV/AIDS training.
- Effectively communicate with Law Enforcement when needed.
- Able to pass a physical, lift 50 pounds, and have physical stamina; obtain CPR and First Aid.
- Maintain a professional appearance and demeanor.
- Able to read, write, and understand the English language.
- A TB or /x-ray.
- Must maintain strict confidentiality at all times.

REQUIREMENTS:

- Must pass pre-employment and random drug and alcohol test to be eligible for and maintain employment, as required by the LIBC Drug & Alcohol Free Workplace Policy.
- This position requires regular contact with or control over Indian children and is therefore subject to successful and extensive criminal background check, CAMIS background check.
- A person of good character who has not been convicted of child abuse or other offense against other persons.
- Must pass Washington State Department of Early Learning Portable Background Check.
- First Aid/CPR, and HIV/AIDS certified or willing to obtain within first 90 days.

TO APPLY:

To obtain a Lummi Indian Business Council (LIBC) application go to: <http://lnnr.lummi-nsn.gov/LummiWebsite/Website.php?PageID=376> or request by e-mail libchr@lummi-nsn.gov
 For more information contact the HR front desk (360) 312-2023. Submit LIBC application, cover letter, resume & reference letters no later than 4:30 p.m. on the closing date listed above. If listing degrees or certifications include copies. Mailing Address: 2665 Kwina Road, Bellingham, WA 98226. Human Resource Fax number: 360-380-6991.