



# 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:** Lead Security Officer  
Little Bear Creek (LBC)

**OPEN:** September 17, 2018

**EXEMPT:** No

**SALARY GRADE:** (5) \$14.35-\$16.07

**SHIFT:** Graveyard

**LOCATION:** LBC

**DURATION:** Regular Full Time

**CLOSE:** September 21, 2018

**JOB CODE:**

**DIVISION:** Family Services

**DEPARTMENT:** Senior Program (SP)

**SUPERVISOR:** SP Manager

**VACANCIES:** 1

**JOB SUMMARY:** Lead Security Officer is responsible for security patrols at Little Bear Creek facility. Incumbent responsible for routine patrol checks both inside the facility and outside the grounds of Little Bear Creek, to ensure the safety of the residents and property at Little Bear Creek. In cases of emergency, position responsible to contact and work cooperatively with Lummi Police Department and LBC Resident Manager.

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

1. Lead Security Officer is stationed at Little Bear Creek.
2. Act as Lead Security and assume responsible to oversee other Security staff
3. Responsible for Security staff scheduling
4. Collect incident reports from each Security shift and submit to the Resident Manager for reporting purposes.
5. Assure Security shifts are covered at all times, and report any scheduling changes
6. Provide foot patrol inside and outside the facility
7. Responsible to call 911 in the event of an emergency
8. Contact LBC Resident Manager and Lummi Police Department after calling 911
9. Report all crimes and/or incidents occurring in or around Little Bear Creek and cooperate with Lummi Police Officer investigations
10. Report any occurrences into an individual Activity Log book
11. Individual Activity Log book to be turned in at the end of shift to the LBC Resident Manager
12. Record suspicious persons/activities/vehicles within the facility areas
13. Interact effectively and professionally with Senior Program Staff, LBC Resident Manager, Lummi Police Department officials and employees of other LIBC Departments and outside Agencies
14. May be required to do janitorial services during this graveyard shift, which may include dusting, mopping, vacuuming, and cleaning the bathrooms and commons areas of Little Bear Creek facility.

## **MINIMUM QUALIFICATIONS:**

- High School Diploma or GED

- First Aid/CPR, AED training required, OR must make arrangements to obtain within 30 days of hire
- 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:**

- Ability to cope with stressful situations firmly, tactfully and with respect
- Ability to write clear and concise reports in the log book, and other correspondence as required
- Ability to maintain effective relationships with fellow employees and with residents and/or citizens with varied racial, ethnic, or economic backgrounds
- Ability to maintain strict Confidentiality at all times
- Possess high moral character, which includes honesty and trustworthiness, have high integrity, sound judgment and temperate habits
- Skill to help people and must enjoy working with the Elderly
- Ability to be responsible, compassionate, emotionally stable and cheerful
- Ability to work independently with minimal direction and supervision

**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 Tribal Elders or vulnerable adults and is therefore subject to successful and extensive criminal background check, CAMIS background check.
- Must become familiar with and abide by all Policies and Procedures for Little Bear Creek Seniors Program, and must be compliant with all LIBC Human Resources Policies and Procedures
- Mandatory Reporter for the Elder Abuse or Vulnerable Adult Abuse per Title V of Lummi Nation Code of Laws and have the willingness to participate in training in regards to this responsibility
- Required to participate in HIPAA training and other trainings as requested by immediate supervisor and or Department Director

**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](mailto: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.