



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
Little Bear Creek (LBC)

OPEN: September 25, 2020

EXEMPT: No

SALARY: (5) \$14.35-\$16.07 p/h DOE

SHIFT: Flexible

LOCATION: LBC

DURATION: Regular Full-Time

CLOSES: October 03, 2020

JOB CODE:

DIVISION: Lummi Family Services

DEPARTMENT: Senior Program

SUPERVISOR: Program Manager

VACANCIES: 2

JOB SUMMARY: Position responsible for security patrols at Little Bear Creek facility. Security Officer shall do 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, shall contact and cooperatively work with Lummi Law & Order and LBC Resident Manager.

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

1. Employee shall be located at Little Bear Creek.
2. Will provide foot patrol inside and outside the facility.
3. Shall call 911 in the event of an emergency
4. Shall call LBC Resident Manager and Lummi Police Department after calling 911
5. Shall report all crimes and/or incidents occurring in or around Little Bear Creek and cooperate with Lummi Police Officer investigations
6. Employee reports any occurrences into an individual, Nightly activity Logbook; which is turned in at the end of shift to the LBC Resident Manager
7. Records suspicious persons/activities/vehicles within the facility areas
8. Shall interact effectively and professionally with Senior Program Staff, LBC Resident Manager, Lummi Police Department officials and employees of other LBC Departments and outside Agencies
9. Employee will 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 required
- First Aid/CPR training, AED required, OR willing to obtain within 30 days of hire.
- 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 logbook, 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
- Have high moral character, which includes honesty and trustworthiness, have high integrity, sound judgment and temperate habits
- Demonstrate desire to help people and must enjoy working with the Elderly
- Candidate must 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.
- 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.
- Must participate in training in regard 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: <https://www.lummi-nsn.gov/widgets/JobsNow.php> 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.