



# 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

Lummi Nation Housing Authority (LNHA)

**\*\*Re-Advertise\*\***

**OPEN:** June 17, 2021

**EXEMPT:** No

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

**SHIFT:** Flexible

**LOCATION:** Mackenzie Resident Center

**DURATION:** Regular Full-Time

**CLOSES:** Until Filled

**JOB CODE:**

**DIVISION:** LNHA

**DEPARTMENT:** Security

**SUPERVISOR:** Security Manager

**VACANCIES:** 2

**JOB SUMMARY:** Under the direction of the Security Manager this position is responsible for security patrols and monitoring surveillance cameras within the LNHA Properties which include McKenzie Housing Development, Smokehouse Village, Ti Opi Loop, Kwina Apartments, Balch Road and others as they come online. Security Officer will assist the Security Manager in improving the quality of living within the LNHA housing developments.

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

1. Provide Security Patrols to LNHA Housing developments, including foot patrols (McKenzie, Balch, Tiopi Loop, Smokehouse Village, etc.)
2. Write citations for tenants who are in violation of LNHA Policies. (Right to Quiet Enjoyment, Curfew violations, Animal Control, Automobile abandonment, etc.)
3. Provide daily written reports and logs to supervisor.
4. Prepare incident reports that can be used in both LNHA procedures or in Tribal Court as needed.
5. Monitor & operation of surveillance cameras at all pertinent LNHA properties
6. Report suspicious/criminal activities, persons, and/or vehicles to the Lummi Nation Police Department and Supervisor in a timely manner
7. Maintain a professional relationship with the LNPD and other outside agencies
8. Employee may be required to use/operate walkie-talkie radio or other specialized telephone equipment.
9. Assist with security meetings at LNHA properties
10. Provide a positive role model for community

## **MINIMUM QUALIFICATIONS:**

- High School Diploma or GED
- 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:**

- Ability to lift at least 40 pounds

- Ability to maintain strict confidentiality
- Ability and willingness to work flexible schedule as assigned including graveyard shift(s)
- Ability to cope with stressful situations firmly and tactfully with respect
- Ability provide both oral and written reports/logs and other correspondences in a concise manner
- Experience with surveillance cameras
- Familiarity with MS Office programs (Word, Excel, Outlook, etc.)
- Ability to maintain effective relationships with fellow employees and with tenants who have varied racial, ethnic, and economic backgrounds.
- Possess high moral character, which include honesty and trustworthiness, integrity and sound judgment

#### **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.
- No convictions of moral turpitude or felony.
- No misdemeanor convictions during the previous calendar year.
- Possess current CPR and First Aid card or willing to obtain.
- Must feel comfortable using power tools, such as drills and saws

#### **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](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.