



# 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 I

Lummi Counseling Services (LCS)

**OPEN:** January 11, 2023

**EXEMPT:** No

**SALARY:** Grade 8 (\$17.47 - \$19.68)

**SHIFT:** Day/Night

**LOCATION:** LHSC & New Life Center

**DURATION:** Grant Ends 8/30/2023

**CLOSES:** January 26, 2023

**JOB CODE:**

**DIVISION:** General Manager

**DEPARTMENT:** LCS

**SUPERVISOR:** CCBHC-E Project Director

**VACANCIES:**1

**JOB SUMMARY:** As security for the Certified Community Behavioral Health Clinic-Expansion of services area you will be responsible for the protection and safety of the area, staff, and patients. Security is responsible for patrolling and monitoring the area. Report activities on the premises to prevent theft, violence, or infractions of rules. Must monitor and authorize entrance and departure of employees, visitors, and other persons to guard against theft. The position will also provide transportation to and from in-patient treatment facilities.

## **ESSENTIAL JOB DUTIES AND RESPONSIBILITIES**

1. Establish and enforce a presence of safety and security for the CCBHC expansion of service area, staff, and patients.
2. Must always be able to treat clients in a respectful and courteous manor while abiding by the rules and regulations.
3. Provide security for overall facility and services associated with LCS.
4. Monitor and authorize entrance and departure of employee, visitors, and other persons to guard against theft and maintain of security of premises.
5. Patrol the Lummi Healing Spirit Clinic of LCS Services to prevent and detect signs of intrusion, security of doors, windows, and entrances.
6. Prepare daily reports of activities and irregularities, such as equipment or property damage, theft, presence of unauthorized persons, or unusual occurrences.
7. Provide documentation of rule infractions; may be required to apprehend or evict said violators from the premises.
8. Inspect and regulate security systems equipment, to ensure optimal and operational use.
9. Transport patients to and from in-patient treatment facilities throughout Washington State.
10. Coordinate with counselors in making travel arrangements for client's department or returning from in-patient centers.
11. Be courteous and respectful to clients being transported, by assisting with loading and unloading luggage, and rest stop breaks.
12. Responsible to provide and written log and report of all incidents including unusual occurrences while transporting clients to and from treatment site.
13. Resolve conflicts, handle complaints, settle disputes and resolving grievances.

**14. Other duties as assigned.**

**MINIMUM QUALIFICATIONS:**

- High School Diploma or GED; and
  - Six (6) months of experience in law enforcement or as a Security Guard.
- 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 remain levelheaded in high stress situations.
- Basic knowledge of how to give an oral or written incident report.
- Basic computer skills.
- Maintain strict confidentiality in a confidential manner consistent with the Lummi Nation's Policies. Knowledgeable of HIPAA requirements.
- Requires flexible hours (evening or weekend) to accommodate the program operations hours.
- Must be able to provide basic & seasonal repairs and maintenance of transportation fleet.
- Must be able to make urgent judgment decisions to call law enforcement, fire department, or medical aid for emergent situations.
- Must be able to make decisions and resolve problems, analyzing information, and evaluating situations to choose the best solution to solve the problem.
- Ability to work in a cross-cultural environment.
- Understanding of safety procedures and how to implement precautions.

**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.
- Must be fully vaccinated for COVID-19 including two (2) doses of a 2-dose series, or one (1) dose of a 1-dose series, plus 14 days beyond the final dose prior to the start date.
- Must be alcohol and drug abstinent, subject to random urinalysis.
- Current and valid CPR/First Aide with certification required annually.
- Completed Blood borne pathogens (HIV/AIDS training).

**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.