



# 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 Guard

**OPEN:** April 15, 2024

**EXEMPT:** No

**SALARY:** (7) \$20.07-\$22.60/hr. DOE

**SHIFT:** Day/Flexible

**LOCATION:** LTHC

**DURATION:** Regular Full-Time

**CLOSES:** April 29, 2024

**JOB CODE:**

**DIVISION:** Health & Human Services

**DEPARTMENT:** Facilities & Maintenance

**SUPERVISOR:** LTHC Facilities Manager

**VACANCIES:** 1

**JOB SUMMARY:** The Security Guard's primary responsibility is to protect people, property and information of the Health Center and the Lummi Fitness Center (LFC). This position will be required to patrol, monitor, and report activities of the Health Center and the Lummi Fitness Center (LFC) premises to prevent theft, violence, or infractions of rules.

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

1. Responsible to call 911 in the event of an emergency.
2. Establish and enforce a presence of safety and security for Health Center, LFC, employees, patients, and visitors
3. Respond rapidly to security emergencies within the Health Center and LFC.
4. Assist patients in and out of the facility, as needed
5. Provide foot patrol inside and outside the Health Center and LFC premises to check for unsafe conditions, hazards, unlocked doors, security violations, blocked entrances and exits, mechanical problems and unauthorized persons
6. Report all crimes and/or incidents occurring in or around the Health Center and LFC and cooperate with law enforcement officer investigations
7. Assist to apprehend or evict violators from Health Center and LFC premises, as necessary.
8. Monitor security system and monitors
9. Inspect and adjust security systems, equipment, to ensure operational use
10. Responsible to provide a written log and report of all incidents including unusual occurrences
11. Resolve conflicts, handle complaints, and settle disputes when needed
12. Must always be able to treat patients, employees and visitors in a respectful and courteous manner while abiding by rules and regulations
13. Other duties as assigned

### **MINIMUM QUALIFICATIONS:**

- High School Diploma or G.E.D required

- 1 year security guard experience *preferred*
- Ability to lift 50 pounds
- 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:**

- Must maintain strict confidentiality at all times.
- Excellent customer service and interpersonal communication skills
- Must be able to work independently without direct supervision.
- Have basic oral and written communication skills.
- Basic knowledge of computer skills
- Must be able to make decisions and resolve problems, analyzing information, and evaluating situations to choose the best solution to solve the problem.
- Must provide security services with the basic understanding and empathy of people with physical illness, disability, and substance abuse disorder.

**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 an extensive Criminal Background Check and CAMIS Check.
- Current and valid CPR/First Aide with certification required annually
- 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.

**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.