



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 /On-Call Big Sister or Brother
Lummi Youth Wellness Center (LYWC)

OPEN: April 23, 2024

EXEMPT: No

SALARY: (8) \$23.05-\$25.96/hr. DOE

SHIFT: Graveyard

LOCATION: LYA

DURATION: Regular Part Time

CLOSES: May 07, 2024

JOB CODE:

DIVISION: LYSS

DEPARTMENT: LYWC

SUPERVISOR: LYWC Manager

VACANCIES: 1

JOB SUMMARY: Position is responsible for security patrols at Lummi Youth Academy facility. Responsible for routine patrol checks both inside the facility and outside the grounds of Lummi Youth Academy to ensure the safety of the residents and property daily. Responsible for enforcement of the residence rules through procedures developed. Monitor youth to ensure safety at all times. In cases of emergency position is responsible to contact and work cooperatively with Lummi Law & Order, LYWC Manager and Lummi Youth Social Service Director. Act also as a youth advocate in all interactions. Graveyard shift is from 10:00 pm to 6:30 am Saturday and Sunday. Flexible to cover other shifts during the week when needed.

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

1. Employee shall be located at Lummi Youth Academy.
2. Provide foot patrol inside and outside the facility.
3. Complete hourly perimeter checks throughout the night and document in the nightly log.
4. Assist youth to successfully resolve issues that may come up during shift, consistent with the rules for all residence.
5. Call 911 in the event of an emergency.
6. Call Lummi Law & Order after calling 911, and then LYWC Manager.
7. Report all crimes and/or incidents occurring in or around Lummi Youth Academy and cooperate with Lummi Police Officer investigations.
8. Report any occurrences into an individual, Nightly activity Logbook; which is turned in at the end of shift to the LYA Administrative Assistant.
9. Record suspicious persons/activities/vehicles within the facility areas.
10. Interact effectively and professionally with LYA Program Staff, youth residents, and LYA guests, Lummi Law & Order officials, and employees of other LIBC Departments and outside Agencies.
11. 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 LYA facility if needed.

12. Participate in staff meetings, consultations and training sessions as required by the supervisor.
13. Document any incidences which occur that may be harmful to the youth or staff or facility that have occurred while on shift.

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 cope with stressful situations firmly, tactfully and with respect.
- Ability to write clear and concise reports in the program activity 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.
- Desire to help people and must enjoy working with the public and youth.
- 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 Indian children and is therefore subject to successful and extensive criminal background check, CAMIS background check.
- Must have high moral character, which includes honesty and trustworthiness, high integrity, sound judgment and temperate habits.
- Must become familiar with and abide by all Policies and Procedures for Lummi Youth Academy program.
- Mandatory Reporter for the child Abuse or Vulnerable Adult Abuse per Title V and Title VIII of Lummi Nation Code of Laws and have the willingness to participate in training in regard to this responsibility.
- First Aid/CPR training, AED required, OR must make arrangements to obtain within 30 days of hire.
- 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.