



Lummi Nation Housing Authority

2579 Kwina Road · Bellingham, WA 98226 · (360) 312-8407 · Fax (360)383-0625

JOB ANNOUNCEMENT

JOB TITLE: Housing Security Officer
Lummi Nation Housing Authority (LNHA)

OPEN: October 24, 2024

EXEMPT: No

SALARY: \$23.72-Hourly

SHIFT: Varies

LOCATION: Lummi Housing Office

DURATION: Regular Full Time

CLOSES: November 07, 2024

JOB CODE:

DIVISION: LNHA

DEPARTMENT: Housing

SUPERVISOR: Housing Security Supervisor

VACANCIES: 1

JOB SUMMARY: This position is responsible for security patrols and monitoring of surveillance cameras at the Mackenzie Housing areas and Housing Facilities. This position will assist the Housing Security Supervisor in improving the standard and quality of for the major tribal housing development areas, which includes but is not limited to the Mackenzie Residential Area, Balch Rd., Tiopi Loop, Kwina Village, Smokehouse Village Town Homes, Sche'lang'en Village, Sche'lang'en Crossroads, and other housing areas. The Housing Security Officer will report to the Housing Security Supervisor.

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

1. Employee is located at the Resident Center up in the Mackenzie Housing area.
2. Provide patrol for the residents located at all Lummi Housing residential areas.
3. Provide foot patrol in and around Housing facilities.
4. Monitor the operation of residential surveillance cameras both at Mackenzie, Sche'lang'en Village, and Kwina Village.
5. Assist the Housing Security Supervisor with community meetings.
6. Provide written weekly reports to the Housing Security Supervisor.
7. Prepare reports that can be used in court procedures as needed.
8. Employee reports shift duties on an individual "Daily activity log: which is turned in upon shift change.
9. Records suspicious persons and vehicles around specified sites.
10. Employee may be required to use/operate a walkie-talkie radio or specialized telephone equipment.
11. Interact effectively and professionally with Law-and-Order staff and employees of other LIBC Departments and outside agencies.
12. Provide positive role modeling and be energetic, as well as enthusiastic for all residents within the housing areas.
13. Be an advocate for all the tenants and homebuyers with the Housing Residential areas.
14. Monitor and enforce the curfew within the housing areas.
15. Report all criminal activity that occurs within the housing areas to Law & Order and Housing in a timely manner.

MINIMUM QUALIFICATIONS:

- High School Diploma or GED
- Familiar with computer programs such as Microsoft word, excel, etc.
- Experience with monitoring surveillance cameras.
- 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 work varied shifts as required.
- Ability to cope with stressful situations firmly, tactfully and with respect.
- Ability to write clear and concise daily logs and other correspondence as required.
- Ability to maintain effective relationships with fellow employees and with citizens with varied racial, ethnic, or economic backgrounds.
- Have high moral character, which includes honesty and trustworthiness, have integrity, sound judgement and temperate habits.
- Must be able to work independently as well as be a team player.

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.
- Position requires Criminal Background Check.

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.