



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: Lead Housekeeper

Re-Advertise

OPEN: June 3, 2026

EXEPMT: No

SALARY: (9) \$26.48-\$29.82/hr. DOE

SHIFT: Day/Flexible

LOCATION: SWMS

DURATION: Regular Full Time

CLOSES: Until Filled

JOB CODE:

DIVISION: Policy

DEPARTMENT: SWMS

SUVERSIVOR: Facilities Supervisor

VACANCIES: 1

JOB SUMMARY: The Lead Housekeeper provides environmental and housekeeping services within a secure, medically managed withdrawal management setting, supporting patient safety, infection prevention, and regulatory compliance.

This role functions in a secure environment serving individuals experiencing acute substance withdrawal, with possible co-occurring medical or behavioral health conditions related to stabilization. The Lead Housekeeper works collaboratively with facilities, clinical, and security staff to maintain a therapeutic and culturally respectful environment aligned with Tribal values.

This facility operates 24 hours a day, and work schedules may include nights, weekends, and rotating holidays. Set schedule will be determined based on the needs of the program.

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

1. Assist with onboarding new staff in proper handling of chemicals, secure storage practices, and facility specific protocols.
2. Conducts quality assurance checks for cleaning, sanitation, and infection-control standards, and documents findings as directed by Facilities Supervisor.
3. Assists Facilities Supervisor by assigning, monitoring, and adjusting daily cleaning workflows to meet operational and regulatory requirements.
4. Serves as the shift point of contact for environmental services, coordinating activities with nursing, medical, facilities, and security staff.
5. Conducts periodic and annual performance evaluations for supervised staff and implements corrective action plans when necessary.
6. Provides housekeeping and environmental services in secured and controlled withdrawal management units, including patient rooms, bathrooms, common areas, and treatment spaces.

7. Cleans and sanitizes occupied patient rooms with patients present, following facility safety protocols and maintaining patient dignity.
8. Supports care areas serving higher-acuity patients, including individuals experiencing withdrawal symptoms, medical instability, or agitation related to withdrawal.
9. Maintains contraband awareness and promptly reports prohibited or unsafe items in accordance with facility policy and safety procedures.
10. Safely manages exposure to bodily fluids, biohazardous materials, sharps, and bloodborne pathogens.
11. Demonstrates situational awareness and promptly communicates safety concerns to nursing or supervisory staff.
12. Coordinates environmental services activities with medical, nursing, and support staff to ensure safe access to patient care areas.
13. Adheres to infection prevention, sanitation, and environmental safety standards applicable to licensed withdrawal management facilities.
14. Completes required documentation related to cleaning schedules, sanitation, and safety reporting as directed.
15. Reports maintenance issues, safety hazards, or supply shortages to the Facilities Supervisor promptly.
16. Supports laundry services, including washing, drying, folding, and distribution of linens and towels, as assigned.
17. Maintain secure handling and storage of cleaning supplies and equipment.
18. Respect patient confidentiality and privacy at all times.
19. Interact with patients in a professional, respectful, and trauma-informed manner.
20. Follow all facility policies and procedures, including emergency and safety protocols.
21. Participate in required training sessions and staff meetings.
22. Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

- High school diploma or GED
- Minimum 5 years of housekeeping or custodial experience
- Minimum of 2 years of supervisory experience overseeing environmental services or custodial staff.
- Experience in withdrawal management, inpatient medical settings, secure facilities, or high-acuity healthcare environments *strongly preferred*
- Completion of Crisis Prevention Intervention (CPI) or equivalent de-escalation and safety training (required or willing to obtain within designated onboarding period).
- 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:

- Knowledge of safety regulations and OSHA standards.
- Excellent communication, interpersonal, and teamwork skills.

- Ability to maintain accurate records, logs, and reports related to facility operations and compliance.
- Skills in risk assessment, safety monitoring, and incident response.
- Basic computer skills, including use of email, work order systems, and documentation tools.
- Ability to maintain professionalism, calm demeanor, and situational awareness in a regulated clinical setting.
- Knowledge of lead housekeeping, sanitation, and infection control practices in a healthcare or residential facility.
- Awareness of trauma-informed environments and respectful interaction with clients receiving care.
- Ability to work independently and as part of a team.
- Knowledge of confidentiality requirements and privacy standards in a secure treatment environment.
- Ability to organize work, manage time effectively, and meet cleaning schedules.
- Knowledge of proper handling, storage, and disposal of cleaning chemicals and supplies.
- Ability to work respectfully within a Tribal organization, demonstrating cultural awareness and sensitivity to Tribal values and community standards.

WORK ENVIRONMENT & CONDITIONS:

- Secure detox setting with exposure to clients in acute distress.
- Flexible scheduling may be required, including nights, weekends and rotating holidays (to ensure staffing needs are met at all times).
- Culturally diverse environment that prioritizes respect, humility, and collaboration.

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: 360-380-699

