



# 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 I/II

**OPEN:** July 2, 2026

**EXEMPT:** No

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

**SHIFT:** Day/Swing (Flex)

**LOCATION:** Kwensot Kelot

**DURATION:** Regular Full Time

**CLOSES:** July 16, 2026

**JOB CODE:**

**DIVISION:** Council Operations

**DEPARTMENT:** Kwensot Kelot

**SUPERVISOR:** Lead Security Guard

**VACANCIES:** 1

**JOB SUMMARY:** The Security Guard will be required to patrol, monitor, and report activities of the premises to prevent substance use, theft, violence, or infractions of rules. Promote the health and wellbeing of all Kwensot Kelot guests by providing security for overall facility and services associated with Kwensot Kelot for all hours of operation day swing and night shift for services.

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

1. Must provide security services with the basic understanding and empathy of people with addictions.
2. Must always be able to treat clients in a respectful and courteous manner while abiding by the rules and regulations.
3. Provide security for overall facility and services associated with Kwensot Kelot.
4. Monitor and authorize entrance and departure of employees, approved guests, and other people to guard against Drug or alcohol use and theft, Domestic Violence behaviors and maintain security of premises.
5. Patrol Kwensot Kelot to prevent and detect signs of intrusion, security of doors, windows, and entrances.
6. Contact LPD and paramedics etc., in the event of an emergency.
7. Receive regular training on the use of rescue medication such as Narcan and Kloxxado and be prepared to administer in the event of a guest opioid emergency.
8. Maintain CPR certification.
9. Prepare daily reports of activities and irregularities, such as equipment or property damage, theft, presence of unauthorized persons, or unusual occurrences.
10. Patrol exteriors of guest units to monitor security and any adverse events.
11. Provide and document warnings to guests for rule infractions or violations; may be required to apprehend or evict violators from premises.
12. Inspect and adjust security systems and equipment, to ensure operational use.
13. Responsible for providing a written log and reporting on all incidents including unusual occurrences.
14. Resolve conflicts, handle complaints, settle disputes and assist in resolving grievances.
15. Other duties as assigned.

**MINIMUM QUALIFICATIONS:**

- High School Diploma OR GED
- 1-2 years' experience *preferred*
- De-escalation training or willing to obtain certification.
- Lummi/Native American/Veteran preference policy applies.

**KNOWLEDGE, ABILITIES AND SKILLS:**

- Must maintain strict confidentiality at all times.
- Must be able to work independently without direct supervision.
- Have basic oral and written communication skills.
- Basic knowledge of computer skills
- Requires flexible hours (evening or weekend) to accommodate the program operations hours.
- Must have knowledge of the local cultural religions, beliefs, and values.
- Must be able to provide basic & seasonal repair and maintenance of transportation fleet.
- Must be able to make urgent judgment decisions to call law enforcement, fire department, or medical aid for emergency situations.
- Must be able to make decisions and resolve problems, analyzing information, and evaluating situations to choose the best solution to solve the problem.

**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](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.