



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 I

OPEN: August 11, 2026

EXEMPT: No

SALARY: 18/hr. DOE

SHIFT: SWING & NIGHT

LOCATION: Little Bear Creek

DURATION: Regular Full Time

CLOSES: August 18, 2026

JOB CODE:

DIVISION: General Manager

DEPARTMENT: Lummi Family Services

SUPERVISOR: Senior Outreach Supervisor

VACANCIES: 1

JOB SUMMARY: As security for the Little Bear Creek Senior Program, the protection and safety of the area, staff, and residence, security is responsible for patrolling premises and surveillance monitoring the site. Report activities on the premises to prevent theft, violence, or infractions of rules. Must watch and authorize entrance and departure of employees, visitors, and other persons to guard against theft.

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

1. Establish and enforce a presence of safety and security for the LBC service area, staff, and residence.
2. Must always be able to treat residents **respectfully and professional courteous** while abiding by the rules and regulations.
3. Provide security for the overall residence and services associated with LBC.
4. Monitor and authorize entrance and departure of employees, visitors, and other persons to guard against theft and maintain the security of premises.
5. Conduct random patrol the LBC building, perimeters, and grounds to deter criminal activity and identify potential risks and to prevent and detect signs of intrusion and security of doors, windows, and entrances
6. Maintain detailed records of daily activities, incidents and observations, prepare incident reports for management or legal purposes.
7. Assist employees, visitors, tenants and all elders with inquiries, directions and general support, while maintaining a professional and approachable demeanor.
8. Emergency preparedness- participate in drills, understand evacuation procedures and provide first aid or crisis management when necessary
9. Monitor building system such as heating, cooling or alarms after hours
10. Collaborate with law enforcement and other emergency services during critical incidents
11. Provide documentation of rule infractions; may be required to apprehend or evict said violators.
12. Inspect and regulate security systems equipment to ensure optimal and operational use.
13. Be courteous and respectful to residents transported by assisting with loading and unloading.

14. Responsible for providing and written log and report of all incidents, including unusual occurrences at Little Bear Creek.
15. Know LBC Policies and Procedures, LIBC Policies & Procedures, ensure that all employees, residents, personal caregivers and vendors are following rules of the building.
16. Open communication with security employees of attendance and essential job duties.
17. Other duties as assigned.

MINIMUM QUALIFICATIONS:

- High School Diploma or GED
- Active BLS and First-Aid Certification (may obtain upon hire)
- 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 remain levelheaded in high-stress situations.
- Basic knowledge of how to give an oral or written incident report.
- Basic computer skills.
- Maintain strict confidentiality in a confidential manner consistent with the Lummi Nation's Policies. Knowledgeable of **HIPAA** requirements.
- Requires flexible hours (evening or weekend) to accommodate the program operations hours.
- Requires knowledge of essential & seasonal knowledge of building IT Closet, Heating room, generator and ventilation/furnace room.
- Must be able to make urgent judgment decisions to call law enforcement, fire department, or medical aid for emergent situations.
- Must be able to make decisions and resolve problems, analyze information, and evaluate situations to choose the best solution to solve the problem.
- Ability to work in a cross-cultural environment.
- Understanding of safety procedures and how to implement precautions.

REQUIREMENTS:

- Must pass pre-employment and random drug and alcohol tests to be eligible for and maintain employment, as the LIBC Drug & Alcohol-Free Workplace Policy requires.
- Position requires extensive Criminal Background Check.
- 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 amount before the start date.
- Must be alcohol and drug abstinent, subject to random urinalysis.
- Current and valid CPR/First Aide with certification required annually.
- Completed Bloodborne pathogens (HIV/AIDS training).
- Must pass all DSHS background checks *required*.

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.

