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
**Re-Advertise

OPEN: November 11, 2026
EXEMPT: No
SALARY: (7) $20.07-$22.60/hr. DOE
SHIFT: Day
LOCATION: LCS
DURATION: Regular Full Time

CLOSES: Until Filled
JOB CODE:
DIVISION: Policy
DEPARTMENT: Lummi Counseling Services
SUPERVISOR: LCS Assistant Director
VACANCIES: 1

JOB SUMMARY: The Security Guard will be responsible for protecting, monitoring and enforcing rules and regulations that protect the clients, staff, visitors and facilities of the Lummi Counseling Services Program. The role of the Security Officer is crucial in ensuring that theft, violence, deescalate conflict and keeping drugs out of the facilities and parking lot. Act as a first response during emergency alarms, medical emergencies, and facility hazards (e.g. Fires). patrol the property and facilities on a regular basis and monitor surveillance camera for the purpose of identifying potential security risks and take appropriate action when assistance is needed. Interpersonal skills are essential for this role, must be able to remain calm and composed under pressure, as well as the ability to think critically and make sound decisions.

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

1. The overall duties of the Security Guard is to protect the LCS Facilities, property, employees and visitors Must provide security services with the basic understanding and empathy of people with addictions.
2. Must be able to always treat clients in a respectful and courteous manor while abiding by the rules and regulations.
3. Patrolling and monitoring activities of the Lummi Counseling Services (LCS) premises regularly to discourage criminals and ensure the environment is safe and secure.
4. Monitor and provide access control, check identification cards, manage visitor logs, and stop unauthorized from entering facilities.
5. Patrol the Healing Spirit (OTP) Clinic of Lummi Counseling Services to prevent and detect signs of intrusion, security of doors, windows, and entrances.
6. Monitor surveillance cameras to watch out for any disruptions or unlawful activities.
7. Prepare daily reports of activities and irregularities, such as equipment or property damage, theft, presence of unauthorized persons, or unusual occurrences to management.
8. Handle all incident responses such as disturbances, de-escalate tense situations, and contact local law enforcement or emergency services when needed.

9. Provide and document of violation warnings to person of rule infractions or violations, may be required to apprehend or evict violators form premises.
10. Inspect and adjust security systems, equipment, to ensure operational use.
11. Walk around and through interior and exterior of facilities and parking lot on a regular schedule to prevent break-ins or vehicle damage.
12. Enforce policies and procedures for security.
13. Be courteous and respectful to clients seeking treatment services.
14. Resolve conflicts, handle complaints, settle disputes and resolving grievances.
15. Attend staff meeting when requested.
16. Must be willing to participate in training when requested.
17. Other duties as assigned.

MINIMUM QUALIFICATIONS:

- High School Diploma OR GED
- 2 years' experience in Security and/or related field, *preferred*
- 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:

- Must always maintain strict confidentiality.
- 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.
- Experience working in a fast-paced high-pressure environment.
- 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.
- Five (5) years demonstration of a clean and sober lifestyle.
- Must be alcohol and drug abstinent, subject to random urinalysis.
- Current and valid CPR/First Aide with certification required annually
- Completed Blood borne pathogens (H.I.V/AIDS training).

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.