



# 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:** Academic Team Aide  
Lummi Youth Academy (LYA)  
Academic Team (AT)

**OPEN:** August 20, 2019

**EXEMPT:** No

**SALARY:** (6) \$16.50 to \$18.48 per hour DOE

**SHIFT:** Day

**LOCATION:** Lummi Youth Academy

**DURATION:** Regular Part Time

**CLOSES:** August 27, 2019

**JOB CODE:**

**DIVISION:** Youth Social Services

**DEPARTMENT:** LYA

**SUPERVISOR:** AT Supervisor

**VACANCIES:** 1

**JOB SUMMARY:** Academic Team Aide will be responsible for the safety of the all students who are in the Lummi Youth Academy. Staff will be required to enforce the residence rules through the procedures developed by the Director. Staff will develop a plan of care for each youth by observing and recording daily activities. Staff will act as youth advocates in all interactions. Will tutor students with their homework as well as assisting the teacher with individual one on one help for each student as needed. Knowledge of college level English and Algebra required.

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

1. Follow all dorm management responsibilities.
2. Offer assistance in research and development of LYA Academic Program.
3. Coordinate daily study hall hours and one on one tutoring sessions with students.
4. Monitor youth interaction with each other to maintain a safe and positive home environment consistent with the rules for the residence.
5. Offer assistance to youth to successfully resolve issues with homework, dorm, relationship, and personal problems.
6. Participate in meetings involving student's academic progress.
7. Be willing to meet with student's teachers and counselors when needed.
8. Develop and provide a safe and nurturing environment for students and staff.
9. Help students with study strategies and techniques.
10. Prepare one on one and small group tutoring sessions to ensure student's academic development.

## **ORGANIZATIONAL RESPONSIBILITIES:**

11. Inform and continually update supervisor on any problems and potential problems related to residential services and activities
12. Maintain quality professional standards in all areas of work so that the goals of Lummi Youth Academy can be achieved.
13. Maintain knowledge and follow all LYA Safety procedures, including all tests and drills.
14. Maintain knowledge and follow all LYA Building Security procedures.
15. Present a professional image of the Lummi Youth Academy to clients, the public, staff and others at all times, both in person and through electronic communications.

16. Maintain strict confidentiality in all work related areas, process all client information and activities in a confidentiality manner consistent with the Lummi Nation's Policies.
17. Participate in staff and program meetings, including consultation and supervision and professional training sessions as required by their supervisor.
18. Complete and maintain all records, reports and forms in a timely manner consistent with Lummi Youth Academy established procedures. Document incidents occurring on shift.
19. Adhere to all applicable federal, state and tribal statutes, regulations and administrative rules that relate to the provisions of behavioral health services.

**MINIMUM QUALIFICATIONS:**

- Bachelors Degree
- First Aid, CPR and Mandatory Reporter certification or willing to obtain in 30 days.
- Lummi/Native American/Veteran preference policy applies.

**KNOWLEDGE, ABILITIES AND SKILLS:**

- Knowledge and competency in the following subject matter;
  - Reading, Writing, Science, Math, and History
- Effectively communication study strategies to ensure academic success.
- Patience in establishing an encouraging learning environment.
- Work experience providing residential and/or youth related services *preferred*.
- Ability to develop an appropriate and professional relationship with other service providers, consultants and case managers.
- Ability to be a positive role model for clients
- Ability to develop an appropriate and professional relationship with relatives of clients.

**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.
- This position requires regular contact with or control over Indian children and is therefore subject to successful and extensive criminal background check, CAMIS background check.
- Must provide copies of college transcripts.
- Must have experience working with children with behavioral challenges.
- Must have recommendation from an educational professional stating ability to provide tutoring services.
- Must have successfully completed college level Algebra, English, Science, and History classes.
- Must have the ability to prepare one on one and small group tutoring sessions to ensure student's academic development.

**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.