



# 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:** Residential Aide 1 (RA-1)  
Lummi Youth Academy (LYA)

**OPEN:** August 21, 2019

**EXEMPT:** No

**SALARY:** (5) \$14.35- \$16.07 DOE

**SHIFT:** Swing/ Grave Shift

**LOCATION:** LYA

**DURATION:** Regular Full time

**CLOSES:** August 28, 2019

**JOB CODE:**

**DIVISION:** Youth Social Services

**DEPARTMENT:** Lummi Youth Academy

**SUPERVISOR:** Program Manager

**VACANCIES:** 1

**JOB SUMMARY:** Residential Aide I is responsible for the safety of the clients who are in residence at the LYA facility. The RA-1 is responsible to promote client safety and facility security through the enforcement of the program policy manual, residence rules, and best practice. RA-I work individually or as a team based approach to monitor youth residents and ensure their safety at all times. RA-I help to ensure the facility is secure and assists to respond to client service needs, emergency response and/or first aide. RA-I act as a 'youth advocate' to assist clients fulfill their social, recreational, educational, cognitive, mental and health service needs in all interactions.

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

1. Encourage, assist, and advocate for youth in a positive manner at all times.
2. Monitor youth to ensure safety while 'on/off' the Youth Academy premises.
3. Must document and report to supervisor any incidents which occur that may be harmful to the youth, staff or facility.
4. Monitor youth interaction with each other to maintain a safe and positive home environment consistent with the rules for the facility.
5. Perform daily room checks and inspections to insure cleanliness throughout the facility. The LYA 'daily clip' should note the cleanliness and sanitation of the LYA facility.
6. Assist and assign youth to perform routine housekeeping duties in their rooms and 'in common' facility areas and other chores as needed and assigned.
7. Assist youth to successfully resolve issues with daily activities for homework, residential, relationship, and personal goals and challenges.
8. Assist youth to possess good personal hygiene and be knowledgeable of individual self-care habits and practices (i.e. - head-lice treatment, washing clothes, grooming, and brushing teeth).
9. Will be required to do light housekeeping (sweeping, mopping, taking out garbage, washing dishes, etc.) as needed.
10. Perform facility perimeter hourly patrols throughout each shift to help maintain security.
11. Prepare and submit daily shift report (Pass-Down) consistent with procedures established by the Lummi Youth Academy Executive Manager.
12. Participate as team member for client 'in-take' and follow-up training. Perform client 'in-take' and follow-up interviews with clients consistent with techniques presented in training.

13. Assist with ensuring facility is safe at night for all Youth Academy residents by completing ½ hour room checks throughout the night and document in the sleep log.
14. Assist with any evening/night emergencies which may arise.
15. Must be able to mentor and advocate for youth in a compassionate and caring manner.
16. LYA Resident Aides shall be a primary teacher to the students for a healthy life style in the areas of: cleanliness, nutrition, social media safety, community events, goal setting and transportation.

#### **ORGANIZATIONAL RESPONSIBILITIES:**

1. Inform and continually update supervisor on any problems and potential problems related to residential services and treatment activities.
2. Maintain quality professional standards in all areas of work so that the goals of the Lummi Youth Academy can be achieved.
3. Operate Lummi Youth Academy equipment and vehicles consistent with manufacture's instruction and maintain in good and clean working order.
4. Report any maintenance issues regarding facility or equipment to the Facilities Manager.
5. Maintain knowledge and follow all Lummi Nation Safety procedures, including all tests and drills.
6. Maintain knowledge and follow all Lummi Youth Academy Security procedures.
7. 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.
8. Maintain strict confidentiality in all work-related areas.
9. Process all client information and activities in a confidential manner consistent with the Lummi Nation's Policies.
10. Participate in staff and program team meetings, including consultation and supervision and professional training sessions as required by their supervisor.
11. Completes and maintains all records, reports and forms in a timely manner consistent with Lummi Youth Academy's established procedures.
12. Adhere to all applicable federal, state and tribal statutes, regulations and administrative rules that relate to the provision of behavioral health services.
13. Will be required to cover other shifts, if necessary.
14. Will be required to arrive at work on time and discuss Pass Down daily, as needed.
15. May be required to transport clients to school or appointments, as needed.
16. Must attend any staff meeting required.
17. Other job duties as assigned

#### **MINIMUM QUALIFICATIONS:**

- Must possess a minimum of a High School Diploma or GED is allowed for H.S. Diploma with applicant proof of fulfilling the required and preferred level work experience as listed below
- Must possess one (1) year demonstrated work experience providing social service to middle/high school age youth (ages 13 to 17).
- Two year (2) prior educational/health work experience with residential program or youth related social services is preferred.
- Must possess a valid Washington State Driver's license and meet eligibility requirements for tribal insurance.
- Must have the following training or able to attend training after hire
  - Food Handlers permit or similar permit from the State.
  - First Aid/CPR
  - HIV/Blood-Borne pathogens
  - Mandatory child abuse reporting.
  - HIPAA

- Lummi/Native American/Veteran preference policy applies.

**KNOWLEDGE, ABILITIES AND SKILLS:**

- Must participate in training needed to gain the skills needed to actively and effectively participate in the client in-take and follow-up processes.
- Must be knowledgeable about State and Federal Medicaid Programs or be willing to be trained in this area.
- Knowledge of residential care operations, policy and practices.
- Ability to develop and maintain an appropriate, professional relationship with relatives of clients.
- Ability to develop and maintain an appropriate and professional relationship with other service providers, consultants and case managers.
- Be a positive role model for clients.
- Ability to work with At-Risk Youth.
- Ability to maintain strict confidentiality at all times.

**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.

**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.