



# 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:** Receptionist

Lummi Youth Wellness Center (LYWC)

**OPEN:** November 1, 2019

**EXEMPT:** No

**SALARY:** (4) \$12.47-\$13.97 p/h DOE

**SHIFT:** Day/Flexible

**LOCATION:** Lummi Youth Wellness Center

**DURATION:** Regular Part Time

**CLOSES:** November 8, 2019

**JOB CODE:**

**DIVISION:** LYSS

**DEPARTMENT:** LYR

**SUPERVISOR:** Before/After Schl. Pgm. Mgr.

**VACANCIES:** 1

**JOB SUMMARY:** The Lummi Youth Wellness Center receptionist is responsible for greeting youth, parents and community members upon entering the LYWC, answer phone calls and facilitating the incoming and outgoing traffic in the facility. The receptionist is very much the face of the LYWVC and a key staffing position so ensuring high level of customer service is a provided by having effective communication skills are imperative. This position is also responsible for tracking youth as they come and go.

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

1. Greeting and welcome youth, parents and guest as soon as they arrive in a friendly professional manner.
2. Direct visitors to the appropriate person and office
3. Pick up, sort and distribute daily mail and deliveries
4. Maintain the appearance, safety and security for the front desk area
5. Maintain Calendar of LYWC activities and events as well as communicate and disperse information about upcoming events and activities to parents, staff and the community.
6. Answer incoming telephone calls; determine purpose of calls, and take message and/or forward calls to appropriate personnel or department.
7. Manager youth participants sign in and sign out process.
8. Working with and for youth comes with a responsibility to role-model a healthy lifestyle this will be expected and promotes.
9. Monitor security cameras and notify BASP Manager /LYSS Director of any suspicious behavior.
10. All Staff working with youth at the LYWC is considered mandatory reporters, receptionist is abuse, child sexual abuse or neglect as per LYWV Policies and Procedures.
11. Participate and assist in the planning of Lummi Youth Social Services events.
12. Transporting and monitoring youth on fieldtrips.
13. Assist with other duties as assigned.

## **MINIMUM QUALIFICATIONS:**

- High School Diploma or GED
- 1 year experience in working in an office setting.

- 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:**

- Microsoft Office skills, Excel, Word, Access, Outlook, Citrix
- Great verbal and written communication skills.
- Ability to be very well organized.
- Knowledgeable of LIBC, BIA, Washington State and Tribal policies, procedures and regulatory practices.
- 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 an extensive Criminal Background Check and FAMLINK 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.