



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: Big Sister

Lummi Victims of Crime (LVOC) Shelter

OPEN: November 8, 2019

EXEMPT: No

SALARY: **\$16.00 Grant Funded**

SHIFT: Evening

LOCATION: LVOC Shelter

DURATION: Regular Full Time

Grant Ends 06/30/22

CLOSES: November 25, 2019

JOB CODE:

DIVISION: Family Services

DEPARTMENT: LVOC

SUPERVISOR: Manager/Advocate

VACANCIES: 1

JOB SUMMARY: Big Sister is responsible to ensure the safety and security of shelter residents during the evening and weekend hours. Primary accountabilities of this position are to provide crisis intervention, information and referrals to shelter residents, respond to client needs during the evening and weekend and advocacy to victims of domestic violence and sexual assault.

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

1. Collaborate with Shelter Manager/Advocate by completing required intake processes and provide shelter orientation when new residents enter the shelter.
2. Complete exit survey with residents moving out of shelter. Clean/sanitize rooms after clients exit. Pack clients belongings as needed.
3. Communicate shelter rules and expectations to residents as outlined in the shelter expectations.
4. Interact with shelter residents utilizing a trauma informed care approach.
5. Educate women about domestic violence and sexual assault, one-on-one, and in groups.
6. Provide direct services to victims of domestic abuse and their children including crisis intervention, safety planning, advocacy, parenting support, information and referrals.
7. Meet weekly with residents to monitor action plan progress.
8. Maintain appropriate records for reporting requirements (i.e. client log, work log, progress notes, etc.) and turn in monthly.
9. Assist with housekeeping & shelter outdoor grounds duties and ensure that chores are being completed by shelter residents.
10. Perform routine chores and cleaning tasks assigned to ensure the safety and cleanliness of the shelter facility.
11. Monitor facility and grounds for safety and document.
12. Plan, prepare and facilitate activities for the shelter residents and their children to participate in the evenings or weekends.
13. Assist with inventory of food and shelter supplies, i.e. cleaning, paper products, etc.
14. Attend mandatory shelter staff meetings weekly. Attend other meetings and trainings as required by Shelter Manager/Advocate.
15. Maintain professional standard and comply with LIBC and Shelter policies and procedures.
16. Assist resident with personal care, cooking and cleaning when resident is unable to do it for themselves or family.

17. Contact/ communicate with law enforcement regarding safety of clients as needed.
18. Transport residents to medical, legal, housing, and therapy appointments when needed.
19. Represent the agency in a positive, professional manner at all times.
20. Adhere to agency policies and work rules including confidentiality, child abuse reporting, and code of ethics. Maintain professional boundaries.

MINIMUM QUALIFICATIONS:

- 2 years Human Services work experience.
- **OR** AAS or AAT Degree.
- 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:

- Possess knowledge of Lummi Community, *preferred*
- Ability to demonstrate sensitivity and empathy; with traumatized populations, including children.
- Ability to utilize multi-tasking skills and attend to detail.
- Strong conflict resolution and problem solving skills required
- Ability to handle stressful, crisis situations;
- Ability to utilize sound judgment and problem solving skills
- Ability to work well with others in a team environment; and work independently.
- Ability to work flexible hours and shifts.
- Ability to demonstrate effective written and verbal communication skills; the ability to deliver quality client services and work with diverse client population.
- Ability to perform physical task: move objects, bend, and lift up to 40lbs.
- Basic computer skills.
- Ability to maintain strict confidentiality of all client, staff, volunteer and agency information.

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.
- Position requires extensive Criminal Background Check.
- Must have two years of self care (meaning safe and appropriate boundaries between self personal experiences vs. client self reporting of personal experience of domestic violence/sexual assault).
- Must have completed or agrees to complete 30 hours of initial sexual abuse/assault and training, plus 12 hours of on-going sexual abuse/assault training annually that is approved by Washington Coalition Sexual Assault Program.
- Must have completed or agrees to complete 20 hours of basic domestic violence training, plus 30 hours of on-going annually domestic violence training annually that is approved by the Washington State Coalition Against Domestic Violence Program.
- Must have completed or agrees to complete the DVSAS/Women care Volunteer Trainings.
- Must be willing to travel to receive training in Domestic Violence, Sexual Abuse/Assault and other types of victimization and Domestic Violence Shelter Operations.
- Must have completed or agrees to complete Mandatory Reporting Training within 90 days of hire.
- Must have completed or agrees to complete CPR and first aid training within 90 days of hire.

- Position is grant funded that will end on **June 30, 2022**. If additional funding is received this position will need to be reviewed for grading purposes

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.