



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: Lead Woodcutter/Community Services Assistant

OPEN: November 18, 2019

EXEMPT: No

SALARY: \$15.00 per hour DOE

SHIFT: Day

LOCATION: Community Services Warehouse

DURATION: Regular Full Time

CLOSES: November 25, 2019

JOB CODE:

DIVISION: Community Services

DEPARTMENT: Community Services

SUPERVISOR: Commodity Foods

VACANCIES: 1

JOB SUMMARY: This position will work with the Community Services Director for LIHEAP households receiving wood for heating their homes. Lead Woodcutter will supervise Lummi Elder woodcutters, maintain the vehicles, and all equipment for the Lummi Elder Wood Program.

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

1. Cut, split, deliver wood to Lummi Elders.
2. Work with Community Services staff to ensure wood length is good for each individual Senior.
3. Check with staff for Lummi Elder deliveries; Keeping list updated
4. Will clock in daily at the Lummi Community Services
5. Will participate in training as requested to maintain distribution management skills.
6. Training as requested, Food Handler Card, CPR, etc.
7. Other duties as requested and in support of Community Services.
8. Responsible to provide community based relief and outreach services for Community Service Program consistent with Lummi Emergency Management plan.

MINIMUM QUALIFICATIONS:

- High School Diploma or GED
- 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:

- Operate office equipment, phone , fax, copy machine,
- Must have knowledge of CONFIDENTIALITY
- Must be willing to learn and work well with other staff members and be dependable.
- Dependability required due to small work force. Ability to standing, sitting and/or walking for periods at a time.
- Ability to standing, sitting and/or walking for periods at a time.
- Ability to bending, squatting, crawling, climbing, reaching.
- Ability to lift, carry, push or pull medium weights, up to 50 pounds

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.

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.