



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: Energy Program Coordinator
Community Services (CS)

OPEN: November 19, 2019

EXEMPT: No

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

SHIFT: Day

LOCATION: Community Services

DURATION: Regular Full Time

CLOSES: November 26, 2019

JOB CODE:

DIVISION: Community Services

DEPARTMENT: Family Services

SUPERVISOR: CS Director

VACANCIES: 1

JOB SUMMARY: Coordinate Energy Assistance services at the direction of the Community Services Director funded by LIHEAP, CITGO and Tribal Hard Dollar Funded programs. Accept and reviews applications for Energy Assistance, and Commodity Foods, answer phones, and process Energy assistance awards. Coordinator will be responsible to manage program records, confidential applicant files, and maintain accurate data base entry and reports. Assist with Food Bank, Holiday Food Baskets and other community events as directed by supervisor.

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

1. Greet public and accept applications at the Lummi Community Services Program for Commodity Foods, Energy assistance, Food Bank, in courteous efficient manner.
2. Responsible for Data Entry records and maintenance for client information for Energy Program.
3. Provide applicants with Energy Assistance program policy information and
4. Assist LCS staff to determine client eligibility for other programs and services.
5. Offices file management for Energy Programs, Commodity Foods, and Miscellaneous Community Services of all programs.
6. Network with local Agencies, Whatcom Opportunity Council, Salvation Army, and other agencies that provide emergency Energy Assistance to support clients access and benefit from these resources
7. Cross train to support other operations that includes: Commodity Foods, Nutrition Education, Food Bank, Holiday Food Baskets, and other events that the Community Services does for LIBC and other duties as requested by Supervisor.
8. Participate as member of Lummi Emergency Management Team.
9. Assist LCS Program Manager with preparing and submitting the LIHEAP grant application and other funding opportunities.

MINIMUM QUALIFICATIONS

- High School Diploma or GED
- AAS or AA DT, *preferred*
- 2 years full time work experience as Office Assistant, Administrative Assistant or Office Manager.
- 2 years full time work experience utilizing automated data base to manage client records and service delivery. Preference for prior knowledge of TAS and AIS software systems.

- Must possess a valid Washington State Driver's license and meet eligibility requirements for tribal insurance, *preferred*
- Lummi/ Native/Veteran preference applies

KNOWLEDGE, ABILITIES AND SKILLS:

- Ability to report to work during LIBC declared emergencies or inclement weather to assist with distributing food, supplies to Lummi Elders and vulnerable population.
- Ability to work well with the public in a professional manner.
- Ability to work well with other staff members.
- Ability to Operate copy machine, fax, answer telephones, and maintain files.
- Math skills and ability to calculate Energy Assistance awards and manage resources.
- Ability to work well with other staff members, clients, and public in general.
- Ability to maintain strict confidentiality at all times.
- Knowledge of LIHEAP grants management requirements and application.
- Requires strong customer service skills and ability to work as a 'team' member.

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.
- Willing to learn of the grant application preparation, writing and application submittal process for Energy Assistance program needs
- Dependability required due to small workforce.

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.