



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: Adult Literacy & Essential Skill Instructor/Case Worker

OPEN: November 27, 2019

EXEMPT: No

SALARY: 25.09 Grant Funded

SHIFT: Day

LOCATION: Administration

DURATION: Regular Full Time

****Grant Ends 09/29/2022****

CLOSES: December 13, 2019

JOB CODE:

DIVISION: Administration

DEPARTMENT: Workforce Development

SUPERVISOR: Workforce Dev. Director

VACANCIES: 1

JOB SUMMARY: The Adult Literacy & Essential Skills Instructor/Case Worker will provide direct instruction to small groups of adult students in a classroom environment. The instructor will provide instruction and tutorial support to range of students and adults with disabilities registered in the program. Areas of instruction include math, reading, science, communications, and work/life skills. The instructor will provide support to the Employment and Training Caseworkers to develop vocational planning, employment preparation, personal management skills for life an work, and job skills for work in middle skills sector.

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

1. Creates and develops curriculum, lesson plans, teaching materials, and Individual Learning Plans to aid students in developing skills and confidence in basic academic areas.
2. Provide Adult Literacy instruction and integrates computer aided instruction into lessons as appropriate.
3. Intake and assessment of Adult Literacy & Essential Skills students
4. Monitor and assess student progress on a regular basis and complete associated documentation.
5. Monitor and achieve monthly reporting targets associated with Core Measurements
6. Address volunteer tutor and student inquiries.
7. Recruit and train potential volunteer tutors as needed/monitor and support volunteer tutors and tutor/student matches
8. Data entry of client information and maintenance of client files in a database system.
9. Develop resources and participate in promotional events for public awareness of the Adult Literacy & Essential Skills program.
10. Perform clerical tasks, statistical reporting, case notes and data entry duties associated with the literacy program.
11. Provide a positive and professional image optimizing service delivery satisfaction, referring inquiries to the appropriate individual, department, service or organization, as per the established procedure.
12. Must have good organizational skills and excellent written and verbal communication skills.

MINIMUM QUALIFICATIONS:

- Masters degree in Education or Special Education *Preferred*

- Bachelor degree in relevant field (education, special education, Human Services) with 3 years proven experience and success working with adult learners and adults with disabilities.
- OR
- A.A. degree with no less than 5 years proven experience or proven related experience in teaching adults with cognitive barriers demonstrated by positive evaluations.
- 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:

- Ability to create a dynamic atmosphere for all ages in an enthusiastic and energetic manner.
- Proven experience in working with adult students with learning barriers.
- Ability to use a wide range of teaching strategies to accommodate the needs of different learners.
- Proven ability to teach a variety of life skills.
- Skill in providing individualized instruction in a group setting
- Demonstrated ability to meet new people, develop and maintain positive and professional relationships, and develop long lasting, goal-oriented networks with employers and educators.
- Ability to present oneself and the Lummi Nation in a positive and professional manner is essential.
- Knowledge of other Tribal programs and community resources
- Knowledge of the Native community and appreciation for the native way of life.
- Ability to work with people of diverse socioeconomic and cultural backgrounds.
- Ability to understand and demonstrate effective communication and teaching skills.
- Ability to work as a member of an interdisciplinary team, work independently and able to affectively self-direct.
- Ability and willingness to learn new tasks
- Must have strong problem solving skills
- 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.
- Position is grant funded that will end on **September 29, 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.