



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: Outreach Worker

OPEN: December 2, 2019

CLOSES: December 10, 2019

EXEMPT: No

JOB CODE:

SALARY: (5) \$14.35-16.07 p/h DOE

DIVISION: Lummi Family Services

SHIFT: Day

DEPARTMENT: Lummi Senior Program

LOCATION: Little Bear Creek

SUPERVISOR: SO/SS Supervisor

DURATION: Regular Full Time

VACANCIES: 1

JOB SUMMARY: Senior Outreach Worker is responsible to assist in providing seniors with advocacy and support to access social services in the areas of transportation, food, energy assistance, recreation and available home care services. Assist SO/SS Supervisor in special projects or senior events as assigned by the supervisor such, as Lummi Community Senior needs assessment survey and/or special Senior Program projects or community events. Support the Lummi Senior Program by gathering and maintaining accurate client files and records for eligibility determination for federal/state and tribal social support and health care programs.

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

1. To provide outreach to vulnerable elders to identify unmet needs and connect elders with the appropriate services such as LHC, Community Services, GA/VOC Rehab/TANF.
2. Follow up with client's condition or situation whether resources are appropriately meeting need. Work with community contacts to ensure coordination of services.
3. To be knowledgeable of local AAA and DSHS Eligibility requirements to help elders and families with applications and forms.
4. Network with the LBC Departments, LNHA, the Whatcom Hospice, Northwest Regional Council, DSHS and other agencies who provide services to elders.
5. Assist Supervisor to maintain accurate, up-to-date and complete records of all client and collateral contact and is responsible for individual monthly and quarterly reporting of necessary client data.
6. Attend and participate in Senior Program meetings (including team evaluation of investigation results and reports) and education/training events.
7. Responsible for answering phone in a courteous manner, assisting clients and community residents.
8. Respond to and assist in resolving complaints and inquiries in a timely manner, with a high degree of professionalism.
9. Responsible to assist in preparing notes, case files and reports in a complete, accurate and timely manner. Responsible for own filing on a daily basis.
10. Responsible to attend weekly and monthly staff meetings, when scheduled and attend other meetings as assigned.

11. Responsible to report to supervisor daily, weekly and monthly services delivered to vulnerable Lummi Elders. .

MINIMUM QUALIFICATIONS:

- High School Diploma/GED
- Associate Degree in Sociology (social work, social welfare) or must be willing one (1) year of completing degree.
- 2 years of work experience in social work, *preferred*
- Must possess a valid Washington State Driver's License and meet eligibility requirements for tribal insurance
- Lummi/Native American/Veteran preference applies

KNOWLEDGE, ABILITIES AND SKILLS:

- Communication skills, both verbal and in writing.
- Strong customer service skills.
- Organizational skills to plan manage and coordinate services to senior clients and/or LBC tenants.
- Experience in case management and record keeping.
- Knowledge of Microsoft Windows, including Word and Excel.
- Ability to work flexible hours as needed and adapt well to change.
- Ability to complete assignments with little to no supervision and Team work is a must.
- Ability to cope with stressful situations firmly, tactfully and with respect.
- Ability to write clear and concise daily logs and other correspondence as required.
- Ability to maintain strict confidentiality.

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 Tribal Elders or vulnerable adults and is therefore subject to successful and 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.