



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:** Seniors Activities Planner

OPEN: December 4, 2019

EXEMPT: No

SALARY: (5) \$14.35 to \$16.07 per hour

SHIFT: Day

LOCATION: Little Bear Creek

DURATION: Regular Full Time

CLOSES: December 13, 2019

JOB CODE:

DIVISION: Family Services

DEPARTMENT: Senior Program

SUPERVISOR: Program Manager

VACANCIES: 1

JOB SUMMARY: The Seniors Activities Planner is responsible for the overall planning, coordination and communication of the events and/or classes calendar for the Senior Program elders.

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

1. Must be able to keep a current, on-going events schedule
2. Assist Elders as needed during scheduled project making classes
3. Develop an inventory of craft room supplies and maintain a safe, clean working environment for Elder Program Activities
4. Work independently to create culturally appropriate gifts for the Annual Elders' Dinner
5. Make announcements for upcoming events & activities at the LBC lunch hour
6. Assure the safety and protection of the Elder's within LBC activities room and facility
7. Always make sure the room is clean and locked up after daily activities
8. Keep records of activities for Tribal and Federal reports
9. Maintain inventory of the activity room. Assist the transportation driver in shopping and purchasing of supplies for the activity room.
10. Collaboratively work with the Senior Transportation staff and other LIBC programs
11. Must be sensitive to cultural and traditions of Tribal ways and people
12. Able to work cooperatively and foster team work by helping co-workers with essential functions

MINIMUM QUALIFICATIONS:

- High School Diploma or GED
- Bachelors of Arts degree *preferred*
- 3 years experience in Activities/Events planning and scheduling
- 2 years experience working with the Elderly and/or disabled population
- Lummi/Native American/Veteran preference policy applies.

KNOWLEDGE, ABILITIES AND SKILLS:

- Skilled in doing cultural-in-nature arts & crafts or willing to learn new crafts
- Must have Strong yet sensitive communication skills

- Public speaking ability a must
- Professional, friendly and courteous at all times
- Be able to work independently with little supervision
- Must be able to maintain supplies in an orderly manner
- Keep records of materials on hand for reporting purposes
- Must be available to assist any elder with making crafts
- Must be able to sew, crochet, knit, bead, weave and/or cedar basket and hat making
- Must have Microsoft WORD and Excel computer skills
- Must be able to submit quarterly reports to the Program Manager, or as requested
- Must be able to cope with the emotional and mental stresses of the position
- Confidentiality a MUST, required by HIPAA and LIBC Policies and Procedures
- Must be knowledgeable of the Elder Abuse Protection (EPA) Law
- Must become familiar with the Senior Program/Little Bear Creek, and LIBC Policy and Procedures
- Ensure Open Activities “open” hours are follow

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.