



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:** Visit Supervisor

OPEN: December 5, 2019

EXEMPT: No

SALARY: (7) \$18.97 – \$21.25 p/h DOE

SHIFT: Day

LOCATION: Child Welfare Office

DURATION: Regular Part Time

CLOSES: December 19, 2019

JOB CODE:

DIVISION: Administration

DEPARTMENT: Court Services

SUPERVISOR: Child Welfare Supervisors

VACANCIES: 1

JOB SUMMARY: The future of the Lummi Nation depends on the wellness and education of our children, in both the western sense, and in accordance with Lummi culture. Lummi Child Welfare Social Workers are responsible for ensuring children in the care of the Nation are safe, properly cared for, and are prepared for the future.

The On Call Visit Supervisor receives direction from the Child Welfare Supervisors as well as assignments for visits and transports from Social Workers. The specific duties and responsibilities of the Visit Supervisor are determined by the specific case or child the Visit Supervisor is assigned to assist. This position normally works 20 to 30 hours a week, and is subject to change due to program need and available funding.

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

1. Monitors or Supervises parents visiting with children who are in the care of the Nation.
2. Must complete department forms, to track conformance to Department policy, for each visit.
3. Transports children and parents for visitation and other appointments, as requested.
4. Cares for children at the LCW Blackberry House, when overnight emergency placement is required, to allow for family member's background checks to be processed for placement.
5. Occasionally prepares meals for children staying at the Blackberry House.
6. Cares for children who may require emotional support, extra attention to personal hygiene, or treatments to remove lice.
7. Assists with administrative duties on occasion, including answering phones and greeting guests, then referring callers and guests to the appropriate staff.
8. Attends regular training and meetings to increase professional skills and self care.

MINIMUM QUALIFICATIONS:

- High School Diploma or GED
- Must have previous social work experience, with experience in a tribal program *preferred*
- No specific level of education is required, but a college degree is *preferred*.
- Must possess and maintain 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:

- Excellent listening and reading skills preferred.
- Ability to organize and file efficiently.
- Ability to use MS Office software, including Word and Excel
- Experience or Knowledge of the Child Welfare work preferred, but not required.
- Knowledge of case work duties, forms and deadlines, and ability to complete the necessary documents.
- Must complete mandatory training in CPR, First Aid, Blood Borne Pathogens, Mandatory Reporter, and recognizing Child Abuse and Neglect.

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.

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.