



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: Child Welfare Family Finder

OPEN: December 5, 2019

EXEMPT: No

SALARY: (8) \$ 21.82-\$24.44 p/h DOE

SHIFT: Day/Flexible

LOCATION: Child Welfare Program

DURATION: Regular Full Time

CLOSES: December 19, 2019

JOB CODE:

DIVISION: Administration

DEPARTMENT: Court Services

SUPERVISOR: Child Welfare Supervisor

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 Child Welfare Family Finder is responsible for identifying and contacting immediate and distant relatives of children in the care of the Nation, to find a relative willing and able to accept placement and/or pursue permanency with a relative child in the care of the Nation. The Family Finder uses an extensive knowledge of families within the Lummi Nation to develop family trees for children in care and works with other LIBC agencies and community members to find safe and loving relative care givers for children who would otherwise be in non-native foster homes. The work of the Family finder requires extensive work in the field, so has an element of risk to personal safety. The role of the Family Finder is an essential service to the Lummi People, so must be available outside the regular government business hours, and must exercise sound independent judgment, integrity and confidentiality. The Child Welfare Family Finder duties include:

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

1. Conduct home visits to contact relatives of Children who are in the care of the Nation and are currently placed with non-relatives, to ask for assistance placing a child with a relative
2. Contact relatives of Children who are in the care of the Nation and are currently placed with a relative who is unable to commit to permanent placement of the child in their home.
3. Keep records of the family members contacted and their familial relationship to the child.
4. Arrange and facilitate transportation and timing of visits, and supervise if necessary.
5. Transport children and parents to appointments as requested, to assist LCW Social Workers.
6. Assist Family members with court documents required to seek permanent placement of their relative child in care, including service of process.
7. Request agenda time and attend Grandparents Committee meetings, to seek recommendations and information necessary for identifying and locating family members of children in care.
8. Report regularly to supervisor on the progress and success of contacts made and a general view of tasks accomplished.
9. Use genealogy software to store and print family tree information.
10. Staff child needs with Social Workers, to provide a complete explanation of the care needed for children needing placement.

11. Assist in the completion of routine daily administrative duties when the LCW Office Manager is unavailable or overwhelmed with work, including reception duties, time cards, travel requests, work order processing, contacting care givers and extended foster care clients for dispersing goods and financial assistance.
12. Other Child Welfare necessary duties as assigned, to meet the goals and legal requirements of the Lummi Child Welfare Program.

MINIMUM REQUIREMENTS:

- Applicants must meet, and explain in a cover letter and resume how they meet, either of the following education and experience requirements:
 - a. A) Associates degree with child welfare experience in either social services or child welfare care giver, and knowledge of Lummi families; or
 - b. B) Bachelor Degree in either Early Childhood or Special Education, Psychology, Sociology, Human Development, Native American Studies, American Indian Studies and knowledge of Lummi families.
- 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:

- Must have extensive knowledge of personal family structure.
- Must have extensive knowledge of other Lummi families.
- Excellent communications skills with elders.
- Must be able to assess situations for personal safety, and be responsible for personal safety while working in the field.
- Able to work well with the Enrollment, Culture, Employment & Training, and Child Support offices.
- Intermediate word processing computer skills required.
- Demonstrate knowledge and familiarity with Child Welfare practices.
- Ability to work cooperatively with groups and individuals
- Ability to organize and prioritize workload
- Ability to manage a large caseload in an efficient and effective manner
- Possess excellent oral and written skills
- Ability to present clear and concise information to family members of children in the care of the Nation
- Ability to work under strict timelines
- Must be punctual.
- Must complete in-service training that includes, CPR, First Aid, Naloxone, Blood Borne Pathogen, Car Seat, Peace Making Circle, Darkness to Light, and DCYF Academy, among others.

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 FBI fingerprint based Criminal Background Check, and FAMLINK Check.
- Have and maintain a driving record worthy of inclusion on the LIBC Approved Drivers list.
- Refrain from any criminal behavior, at and away from the work place.

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.