



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: Office Assistant

Teen Parent Child Development Center (TPCDC)

OPEN: September 10, 2018

EXEMPT: No

SALARY: \$14.35 - \$15.87 p/h Grant Funded

SHIFT: Day

LOCATION: TPCDC

DURATION: Regular Full Time

(Grant Ends: 8/31/2019)

CLOSES: September 14, 2018

JOB CODE:

DIVISION: Education

DEPARTMENT: TPCDC

SUPERVISOR: TPCDC Manager

VACANCIES: 1

JOB SUMMARY: Assist the TPCDC Program Manager in the coordination of activities as they relate to the planning, organization, and implementation of the Teen Parent Child Development Center. This is a 12 month position funded by the 2018-2019 Extended Duration of Service Grant.

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

1. Communication and customer service skills essential working with teen parents and the public.
2. Keep accurate and current cuff accounts and enter data in a timely manner.
3. Organize, document and keep accurate files
4. Assist in preparation of Monthly Parent Workshops such as: developing and posting flyers.
5. Make travel arrangements for the TPCDC staff as needed: airfare, lodging, registration, and per diem.
6. Process and maintain paperwork according to LIBC systems in a timely manner.
7. Follow all LIBC employee policy and procedures and Department of Early Learning regulations.
8. Must be punctual each day to open the office, answer the phone, and greet parents and their children.
9. Must have reliable transportation to conduct business with LIBC
10. Enter weekly attendance into Child Plus (EHS tracking program).
14. Establish and maintain interpersonal relationships with co-workers, parents and community.
15. Skills in prioritizing, organizing and accomplishing job responsibilities in a confidential, accurate and timely manner.
16. Responsible for entering, recording, maintaining information in written or electronic/magnetic form.
17. Arrange for repairs when office equipment malfunctions
18. Inventory and keep office supplies well stocked.
19. Other duties as required by TPCDC Program Manager

MINIMUM QUALIFICATIONS:

1. Lummi/Native American/Veterans preference policy applies.
2. Must have a High School Diploma or equivalent (G.E.D).

3. Must have the knowledge of computers (programs include: Microsoft Word for Windows, Excel, WordPerfect 60, Microsoft Publisher, Microsoft PowerPoint, ,access (database), and Internet Explorer.
4. Operate office equipment, such as fax machine, copiers, and scanner or phone systems.
5. Must have knowledge of LIBC personnel policy and procedures.
6. Willing to participate in annual pre-service training

KNOWLEDGE, ABILITIES AND SKILLS:

1. Maintain strict confidentiality and professionalism, dependable, trustworthy and willing to learn.
2. Follow the chain of command
3. Knowledge of administrative and clerical procedures and systems such as word processing managing files and records, designing forms and other procedures.
4. Manages own time effectively
5. Must understand and at all times comply with LIBC policies and procedures.
6. Must be able to work independently with minimal amount of supervision.
7. Must be able to work in a Native American community.
8. Must follow and maintain program health and safety standards.
9. Must have knowledge of community resources
10. Must have communication and organizational skills

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.
- Position requires extensive Criminal Background Check.
- Position is grant funded that will end on August 31, 2019. If additional funding is received this position will need to be reviewed for grading purposes
- 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
- Must have 6 months experience working as an office assistant or related position
- Must have or acquire (next available class) Adult/Child first aid and CPR training
- Must have a negative TB skin test (Upon hire)
- Must have or acquire food handlers certificate (Next available class)
- Must have HIV/AIDS and blood borne pathogen training (Next available class)
- Must have reliable transportation to conduct TPCDC business.
- Must have a valid Washington State Driver's License with less than three (3) traffic violations in the last five (5) years.
- Must pass the Department of Early Learning Portable background check including finger printing.
- Proof of U.S. Citizenship: to meet federal requirements regarding employment eligibility.
- This is a continuous funded grant.

TO APPLY:

To obtain a Lummi Indian Business Council (LIBC) application go to: <http://lnnr.lummi-nsn.gov/LummiWebsite/Website.php?PageID=376> 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.