



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

Lummi Youth Wellness Center (LYWC)

OPEN: September 25, 2018

EXEMPT: No

SALARY GRADE: (4) \$12.47 to \$13.97 p/h

SHIFT: Day/Flexible

LOCATION: Lummi Youth Wellness Center

DURATION: Regular Part Time

CLOSE: October 1, 2018

JOB CODE:

DIVISION: HHS

DEPARTMENT: Youth Social Services

SUPERVISOR: Before/After Schl. Pgm. Mgr.

VACANCIES: 1

JOB SUMMARY: The Lummi Youth Wellness Center office assistant will oversee office operations by monitoring budgets through the use of cuff accounts as well as organizing, receiving and distributing communications for the Center. In addition, this position will oversee and monitor the program designed to assist youth participation in activities, maintaining supplies and equipment; processing, picking-up and delivering items.

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

1. Manage and oversee all office procedures, prioritize and organize large volumes of information to support the Lummi Youth Wellness Center Staff.
2. Provides administrative support to LYWC staff and volunteers. (i.e. answering and directing all incoming calls and visitors, maintaining office supplies and inventory, process POs, , timecards, and contracts as needed)
3. Responsible for maintaining cuff accounts to monitor and report expenditures to director.
4. Responsible for collecting and submitting regular monthly articles/calendars/reports to Squol Quol and the community regarding LYWC Center activities, events and progress.
5. Organizing and maintaining program files, setting up and maintaining infrastructures for tracking systems
6. Maintains office equipment by completing preventive maintenance; troubleshooting failures; calling for repairs; monitoring equipment operation; monitoring and purchasing meter fund.
7. Working with and for youth comes with a responsibility to role-model a healthy lifestyle this will be expected and promoted.
8. Represent the agency with the public, potential clients, referral sources, and active clients in a professional, ethical manner that reflects a positive attitude and willingness to assist.
9. Updates job knowledge by participating in and seeking out professional development training and other educational opportunities.
10. Enhances organization reputation by accepting ownership for accomplishing new and different requests; exploring opportunities to add value to job accomplishments.

11. All staff working with youth at the LYWC are considered mandatory reporters, Office Assistant is required to report any (directly or indirectly received) disclosures of threats, bullying, child abuse, child sexual abuse or neglect as per LYWC Policies and Procedures.
12. Participate in Youth Social Services community events.
13. Assist with LYWC community events.

MINIMUM QUALIFICATIONS:

- High School Diploma or GED
- 1 year experience in working in an office setting.
- Lummi/Native American/Veteran preference policy applies.

KNOWLEDGE, ABILITIES AND SKILLS:

- Microsoft Office skills, Excel, Word, Access, Outlook, Citrix
- Great verbal and written communication skills.
- Ability to be very well organized.
- Knowledgeable of LIBC, BIA, Washington State and Tribal policies, procedures and regulatory practices.
- Ability to maintain strict confidentiality at all times.

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: <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.