



# 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 Manager  
Child Welfare (CW)

**OPEN:** October 8, 2018

**EXEMPT:** No

**SALARY GRADE:** (6) \$16.50 to \$18.48 per hour DOE

**SHIFT:** Day

**LOCATION:** CW Office

**DURATION:** Regular Full Time

**CLOSES:** October 19, 2018

**JOB CODE:**

**DIVISION:** Administration

**DEPARTMENT:** Healing Services

**SUPERVISOR:** Director

**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. The Lummi Child Welfare Program is charged with a legal obligation in Title 8 of the Lummi Code of Laws to investigate complaints that Lummi children and children in the Lummi community may not be safe and/or properly cared for. Child Welfare employees are responsible for performing this legal duty.

The Office Manager for Child Welfare performs an essential role in the success of the Child Welfare Program's efforts to provide the best possible service to the Lummi People. The Office Manager greets the public, listens to their needs, and refers them to the proper staff members. The Office Manager also works closely with employees from other LIBC agencies, and Washington State Children Administration employees to gather and distribute information. The Office Manager is responsible for gathering and submitting time studies to the Budget Office for reimbursement, Tracking budget spending for multiple General Fund and Grant budgets, recording and distributing court documents and service provider reports, and completing Personnel Action and Payroll forms. The Office Manager is regularly required to post and retrieve mail at the Post Office, shop for office and family assistance supplies, and arrange for repair of Dept vehicles. The Office Manger also assists Social Workers to identify and contact family members to care for children in the care of the Nation. The Office Manager is also required to accomplish daily administrative and clerical tasks that ensure the smooth operation of the Child Welfare Office and Healing Services Department.

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

1. Meet and greet clients and visitors, determines nature of business, and announces visitors to appropriate staff.
2. Receive phone calls and faxes, directs, and relay messages for the Child Welfare Office and Healing Services Department.
3. Perform other office duties, such as photocopying, creating fax sheets, memos, calendars, and other office documents.
4. Coordinate office mailings in a timely manner.
5. File, scan/upload to g-drive of necessary documents.
6. Update office appointment calendars, staff schedules, and vehicle log.

7. Primary responsibility for maintaining office supply inventory and for clothing and other supplies for children in care.
8. Primary responsibility for preparing Personal Action and Payroll forms, routing forms appropriately and following up to ensure documents are processed in a timely manner.
9. Track budgetary spending for up to six General Fund, BIA Compact, and federal and state grants.
10. Primary responsibility for the coordination, preparation, and maintaining of records, including vehicle maintenance, gas cards, PO requests, receipts, client donations, employee travel, one time financial assistance to children in care, etc.
11. Primary responsibility for coordinating and scheduling cases to be reviewed by the Child Consultation Team (CCT), in coordination with the CCT Facilitator.
12. Primary responsibility for distribution of financial assistance to care providers of Children in Care of the Nation, including the handling of cash equivalents.
13. Responsible to satisfactorily complete all assigned training, including but not limited to; Working with Trauma Affected Families, HIPAA, Naloxone, First Aid, Budget, HR Forms, and new employee classes.
14. Is primarily responsible for working with the Enrollment Office, Elders and other community members to identify and contact family members of children who are in the care of the Nation.

#### **MINIMUM QUALIFICATIONS:**

- High School Diploma or GED
- 2 years work experience in a social service setting **AND** 2 years verifiable work experience with Microsoft Office software, with a preference for experience with the LIBC TAS program
- **OR** 1 year college course work **AND** 1 year experience working in a social services setting and 1 year verifiable work experience working with Microsoft Office software, with a preference for experience with the LIBC TAS program
- Must possess and maintain valid Washington State Driver's license and meet eligibility requirements for tribal insurance.
- Lummi/Native American/Veteran preference policy applies.

#### **KNOWLEDGE, ABILITIES AND SKILLS:**

- Ability to maintain strict confidentiality.
- Possess excellent listening skills.
- Ability to be objective and non-judgmental.
- Possess sincere concern for the well-being of children, especially children of the Lummi Nation.
- Ability to interact respectfully with people from diverse economic, educational, and ethnic backgrounds.
- Ability to work cooperatively with different types of personalities.
- Knowledge and understanding of issues and dynamics within families in crisis relating to child abuse and neglect given preference.
- Possess understanding of crisis management and the ability to deal with situations that need immediate action.
- 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.
- Position requires extensive Criminal Background Check.
- Must be dependable with a high level of integrity.
- Must be able to maintain respect with clients and other service professionals at all times.

- Must have knowledge working with families in crisis, at-risk youth and families involved with community services.
- Must be able to work in a flexible, high stress environment with a patient easy going personality.
- Must be able to articulate knowledge of and/or experience in the Lummi cultural community and the role of culture in the tribal healing process.

**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](mailto: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.