



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: Prevention Program Supervisor
Youth Social Services

OPEN: February 21, 2020

EXEMPT: Yes

SALARY: (10) \$28.85 to \$32.32 p/h DOE

SHIFT: Day

LOCATION: Youth Social Services Building

DURATION: Regular Full Time

CLOSES: February 28, 2020

JOB CODE:

DIVISION: Health & Human Services (HHS)

DEPARTMENT: Youth Social Services

SUPERVISOR: YSS Director

VACANCIES: 1

JOB SUMMARY: The Prevention Program Supervisor is supervised by the Director of Lummi Youth Social Services, who will provide supervision of the Prevention staff and functions as the first-line lead overseeing all certified peer counselors (CPC) under the LYSS departments. Who will collaborate and maintain relationships with Lummi Child Welfare Department, Lummi's Grandparent Committee, Children in Care Team and Department of Children, Youth and Families to ensure families, children and youth are provided resources needed to obtain goals and to support their families and youth in strengthening life skills, peer connections, parent connections and self-care, and positive family life.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES includes the following and other related duties as assigned by supervisor.

1. Provide supervision and direction to Certified Peer Counselors (CPC) (LYA Manager & Prevention Staff).
 - a. Ensure quality service provision and productivity oversight, including managing schedules, caseloads, and targeted visits, as well as supporting CPC in problem-solving related to these areas.
 - b. Assist in the managing of challenging situations.
 - c. Oversee documentation quality and submission in a timely manner.
 - d. Ensure submission of all billing information as required.
 - e. Ensure CPC are in compliance with all necessary trainings.
 - f. Ensure participant chart compliance toward Lummi Behavioral Health regulations and standards.
 - g. Assist newly hired staff to be trained CPC.
 - h. Meets weekly with the Behavioral Health Peer Support Counselor.
2. Meets weekly with Prevention staff to provide individual support and direction, policy interpretation, and professional guidance to staff to carry out the Missions of the Programs.
3. Collaborates with LYSS Departments in developing and coordinating family and community activities.
4. Operate Prevention program within approved budgets.
5. Manage federal and state grants, including budgets, spending in compliance with regulations, and preparing required narrative and reports.

6. Seek out grant opportunities for applicability to Prevention Program, for possible expansion of services.
7. Responsible for overall program development including establishment of annual goals and objectives.
8. Effectively supervises staff and provides guidance, advice and counsel on professional development; conducts one-on-one supervisory sessions with staff to manage expectations and maximize staff performance.
9. Ensure program staff and volunteers have the necessary training required to properly do their jobs, including the training requirements by Funding Sources and to seek career advancements.
10. Submit annual and monthly reports on programs progress and challenges to supervisor, both narrative and statistical, number and types of contacts and general view of tasks accomplished.
11. Submit proposals and resolutions (as needed) to LIBC and Health Commission.
12. Maintain precise and accurate documentation of case management services, including client files and entries into the program databases.
13. Plan, prepare and facilitate Strengthening Families classes three times a year for eleven weeks.
14. Work closely with CARE Department, Behavioral Health and Home Visiting Nurse to plan prepare and co-facilitate weekly New Beginnings classes.
15. Attend all scheduled CCT meetings.
16. Oversee, monitor and assist in development of all Prevention Program budgets and makes recommendations as needed; monitor Prevention program expenditures and line itemized cost to insure programs maintain balanced FY budget(s).
17. Attend all staff meetings and training sessions as directed by supervisor.
18. Assures Prevention Staff work in collaboration with partnering programs and connect families and/or children with necessary community resources, such as housing, parenting skills training, independent living skills, visitation and case staffing regarding referrals between programs;
19. Serves as a resource person to Prevention staff and the public with respect to community resources available for client referrals and identified resources and in interpreting services available in line with the tribe's cultural self-determination.
20. Other duties assigned by LYSS Director.

MINIMUM QUALIFICATIONS:

- Master's degree in Social Work, Psychology, Human Services, Sociology or related field, with two (2) years experience working with Native families *preferred*
- Bachelor's Degree in Social Work, Psychology, Human Services, Sociology, or related field; with four (4) years experience working with Native families.
- Certified as a Family Spirit Home Educator or willing to become certified within 90 days of hire.
- Certified as a Certified Peer Counselor or willing to become certified within 90 days of hire.
- 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:

- Knowledge of social work theory, methods, and terminology for casework, group work and community organization.
- Knowledge of human behavior and the behavioral sciences, including human growth and development, dynamics of interpersonal relationships, and family dynamics and Lummi Nation cultural practice requirements.
- Knowledge of interviewing techniques and methods for obtaining and communicating information.

- Knowledge of community resources for providing assistance to families, individuals, and groups.
- Knowledge of Lummi cultural and sub-cultural values and patterns of behavior.
- Knowledge of the principles and techniques of achieving change in individuals and groups.
- Knowledge of and a proven ability to demonstrate supervisory techniques and competency and disciplinary processes when indicated.
- Knowledge of the types of discrimination and mistreatment to which clients may be subjected and applicable remedies.
- Ability to alleviate stress and anxiety and be supportive of persons including children, parents, grandparents, relatives and staff.
- Ability to work tactfully, collaboratively, and diplomatically with others.
- Ability to maintain records, prepare reports, and compose correspondence related to the work.
- Basic computer skills and reports writing skills and be able to learn on the job and willing to participate in relevant job training opportunities as identified.
- Ability to effectively communicate with others, both verbally and in writing.
- Ability to maintain favorable public relations with members of the Lummi Community.
- Must maintain confidentiality of sensitive and personal client information.

REQUIREMENTS:

- Must be flexible and able to work nights and weekends
- 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 an extensive Criminal Background Check and FAMLINK 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.