



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: Re-Entry Manager

****Re-Advertise****

OPEN: February 21, 2020

EXEMPT: Yes

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

SHIFT: Varies

LOCATION: Men's Re-Entry Center

DURATION: Regular Full-Time

CLOSES: Until Filled

JOB CODE:

DIVISION: Administration

DEPARTMENT: Court Services

SUPERVISOR: Court Services Director

VACANCIES: 1

JOB SUMMARY: The future of the Lummi Nation depends on the wellness and education of our People, in both the western sense, and in accordance with Lummi culture.

The Re-Entry Program helps community members who are returning to the community after incarceration or long term in patient addiction therapy. The Re-entry Manager is responsible for services delivered at the Men's Re-entry Center, and for expanding the program's services as funding becomes available. The Re-entry Manager supervises frontline employees, develops policies, ensures policy compliance, develops and maintains other internal and external agencies, works within approved budgets, and manages federal grants. The Re-entry Manager is responsible for ensuring clients receive therapy, basic education, cultural reorientation, and job training, that will help clients re-enter society and reduce recidivism.

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

1. Supervise staff who are assisting re-entry clients to locate and engage in recommended services.
2. Evaluate intake information and identify potential client's needs.
3. Operate program within approved budgets, and identify funding shortfalls.
4. Prepare annual reports on program progress and challenges.
5. Manage federal grants, including budgets, spending in compliance with regulations, and preparing required narrative and metric reports.
6. Write Program policies, revise as necessary and ensure compliance by Program staff and residents.
7. Train program employees to help re-entry clients to locate and engage in therapy, education and job training.
8. Manage services and facility operation at the Men's Re-entry Center.
9. Manage services provided to clients who are returning to the community, from incarceration.
10. Identify service delivery gaps and develop plans to meet the unmet needs.
11. Work with Probation Manager to ensure clients are in compliance with Probation requirements, including EHM.
12. Work with Probation and Parole agencies from other jurisdictions, to create opportunities for Lummi members to utilize Re-entry Center services.

MINIMUM QUALIFICATIONS:

- Applicants must meet, and explain in a cover letter and resume how they meet, either of the following education and experience requirements:
 - a. Bachelor degree, with a degree in social services, criminal justice, or public administration, *preferred*; and two (2) years working specifically with formerly incarcerated clients; and verifiable experience working for a Native Nation.
 - b. 2 years of college; and, six (6) years working specifically with formerly incarcerated clients, with at least two (2) years working for a native nation.
- Must have supervisory or management experience.
- Grant Management experience is *preferred*.
- 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:

- Grant writing and reporting.
- Ability to build a team atmosphere among Program employees.
- Ability to work a flexible work schedule, which may include evenings and weekends.
- Familiarity with the dynamics of working in a tribal community.
- Ability to maintain confidentiality and appropriate boundaries.
- Knowledge of challenges and opportunities for persons returning from incarceration.
- Knowledge of Re-entry Resources, employment skills development, and addiction treatment.
- Ability to see and articulate service gaps for clientele, and develop service delivery plans for meeting those unmet needs.
- Demonstrate knowledge and ability to apply Lummi Nation Code of Laws to provide services and support program operations.
- Policy writing and revision
- Ability to work cooperatively with groups and individuals
- Ability to organize and prioritize workload
- Ability to recruit, train and retain staff who are second chance employees.
- Possess excellent oral and written communication skills
- Ability to present clear and concise information in annual reports
- Ability to work under strict timelines
- Knowledge of the Lummi Culture and communication concerns.
- Must be punctual.

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.

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.