



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: Elder Wellness Coordinator

OPEN: May 07, 2020

EXEMPT: No

SALARY: \$25.00 Per Grant

SHIFT: Day

LOCATION: Tribal Administration

DURATION: Regular Full Time

CLOSES: May 22, 2020

JOB CODE:

DIVISION: Family Services

DEPARTMENT: LVOC

SUPERVISOR: LVOC Coordinator

VACANCIES: 1

JOB SUMMARY: Under the direction of the LVOC Coordinator the Elder Wellness Coordinator will provide leadership to develop cultural sensitive advocacy services to elders, vulnerable adults and victims of crime who have been abused and financially exploited. Assess incident reports and make contact with multi-disciplinary elder team.

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

1. Knowledgeable about Elder medical, financial and support services (e.g., disability, retirement, respite care, personal care services, kinship).
2. Responsible to be on-call 24-hours for emergencies to assist elder's victims of crime and be able to follow-up to conduct an Individual Service Plan (ISP) with a team approach to address the elder's needs and set up safety precautions and list of support services.
3. Serve as a liaison between victims and their families regarding police investigations and court proceedings.
4. Develop and maintain Multi-Disciplinary Team with police, medical social worker, Little Bear, NWRC, Caregiver Program, APS and with social service agencies and community organizations.
5. Meeting clients in their homes and providing culturally sensitive services.
6. Assist Elder Advocate so clients to receive legal and medical services after incident has occurred
7. Complete intake forms, screens clients for eligibility under program guidelines, assists clients with paperwork/forms necessary to apply for Crime Victims Compensation and other supportive services.
8. Develop and document client services, daily activities, grant evaluation criteria and statistical information.
9. Assist Little Bear Creek Elder's program with conducting an annual Elder's health fair connecting Lummi Elder's to local, state, and tribal resources.
10. Assist in the development of a cultural/traditional prevention/education program including a comprehensive community action plan.

11. Responsible for coordinating and planning community education activities that include public presentation, coordinating presenters, securing meeting places, creation and distribution of educational materials.
12. Facilitate monthly Adult Protection Team Meetings.
13. Develop Multi- Disciplinary team plans, measurable outcomes, and deadlines with accountability.
14. Maintain close working relationship with local service agencies that provide supportive resources for sexual abuse/assault and violence victims.
15. Attend training in Elder Domestic Violence, Sexual Abuse/Assault and other types of victimization as directed.

MINIMUM QUALIFICATIONS:

- High School Diploma or GED
- A.A. *preferred*
- Case management experience *preferred*.
- (2) year experience working in Social Service setting and Elder services *preferred*
- Experience working in a Domestic violence and Sexual Assault program.
- Must possess a valid Washington State Driver's license and meet eligibility requirements for tribal
- Lummi/Native American/Veteran preference policy applies.

KNOWLEDGE, ABILITIES AND SKILLS:

- Case management skills and work experience
- Ability to organize and maintain clear, concise, and accurate records, and follow office procedures.
- Specific knowledge of domestic violence/sexual assault advocacy
- Ability to serve as a liaison between victim(s), service providers and all parties involved.
- Possess excellent oral and written communication skills
- Ability to communicate before small or large groups or general public
- Ability to be dependable, trustworthy, maintain confidentiality and be able to work flexible hours.
- Possess excellent legal research 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.
- This position requires regular contact with or control over Tribal Elders or vulnerable adults and is therefore subject to successful and extensive criminal background check.
- Must have proof of citizenship or legal residency for employment eligibility requirements.
- Must have some knowledge of litigation proceedings.
- Must have or be willing to complete 30 hours of initial sexual abuse/assault training, 12 hours of on-going sexual abuse/assault training annually that is approved by the Washington Coalition of Sexual Assault Programs.
- Must have some knowledge of Federal, State and Tribal laws pertaining to Indians.
- Must have extensive knowledge and support of Native American/Lummi culture, values, dynamics and family systems desired.
- Position is grant funded that will end on **September 30, 2022**. If additional funding is received this position will need to be reviewed for grading purposes

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.