



# 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:** Employment Specialist 1  
Lummi Counseling Services (LCS)

**OPEN:** September 18, 2020

**EXEMPT:** No

**SALARY:** \$ 21.00 Grant Funded

**SHIFT:** Day

**LOCATION:** Healing Spirit Clinic

**DURATION:** Regular Full-Time

**Grant Ends 12/31/2020**

**CLOSES:** September 25, 2020

**JOB CODE:**

**DIVISION:** Behavioral Health

**DEPARTMENT:** LCS

**SUPERVISOR:** Program Sponsor

**VACANCIES:** 1

**JOB SUMMARY:** The Employment Specialist provides employment and educational support to an identified caseload of individuals. Support may encompass assessment of work-related skills and abilities, providing job development and job coaching, developing natural supports, teaching job search and retention skills, and addressing other needs regarding education and skill development. The Employment Specialist may also educate employers and the general public of employment as a fundamental right for everyone, by participating in the planning and implementation of stigma reducing and community awareness activities which are related to supported employment and employment successes. Employee must comply with all County and department policies, procedures, WAC's, or other regulatory bodies.

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

1. Provides guidance, coaching and training to individuals on caseload.
2. Teaches skills in a group setting using an interactive manner that engages individuals, while following a lesson plan as necessary demonstrating a thorough knowledge of the subject matter in the group.
3. Advocates on behalf of individuals to coordinate appropriate services related to treatment goals and outcomes.
4. Coordinates care internally and externally and act as liaison with community providers, systems and employers.
5. Provides treatment services as reflected in the Individualized Treatment Plan.
6. Works closely with other staff in the implementation and adherence of the standards set forth in both quality improvement and utilization management systems.
7. Provide job development and job coaching.
8. Documents accurately in client records.
9. Meets competency level for service coding, billing requirements, and other direct service standards as established by the Agency.
10. Completes and maintains appropriate records which meet Washington Administrative Code (WAC), Revised Codes of Washington (RCW), Regional contracts, and all other applicable County and Agency requirements.
11. Assures services are provided which support the individual's rights and are compatible with the culture and primary language of the individual.

12. Actively participates in training and other meetings, whether in or out of office, as requested.
13. Other duties as assigned.

#### **MINIMUM QUALIFICATIONS:**

- Bachelor of Art in Community Advocates and Responsive Education for Human Services in Social Work or Human Relations Field.
- Complete the Washington State Peer certification program. If program has not been completed prior to hire date, it must be completed within 6 months of hire.
- 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 work flexible hours
- Ability to work in a cross-culture environment, understands the social and cultural context of Native American cultural values.
- Effective communication; written, verbal, and interpersonal skills including conflict resolution.
- Knowledgeable in addictions and current treatment and willingness to work with drug affected persons.
- Ability to establish and maintain cooperative and supportive relationships with program participants.
- Knowledge specific to supported employment and supported education for individuals in rural settings.
- Basic computer and software experience using MS Office products

#### **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.
- Must efficiently follow guidelines for reporting as required by Federal, State, Local, and Tribal regulations or laws.
- Must provide documentation of immunity to measles, rubella, and/or become immunized with recommended vaccines, including Hepatitis B. Must be annually tested for TB.
- Employment Specialists may be required to meet program-specific requirements dependent upon the program and/or grant that they report under. Currently, it is NOT part of the requirements for this position.
- Position is grant funded that will end on **December 31, 2020**. 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](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.