



# 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:** Support Service Coordinator/Case Manager

**OPEN:** January 5, 2021

**EXEMPT:** No

**SALARY:** \$26.00 Per Grant

**SHIFT:** Day

**LOCATION:** LIBC Administration

**DURATION:** Regular Full-Time

**\*\*Grant Ends 9/30/2022\*\***

**CLOSES:** January 18, 2021

**JOB CODE:**

**DIVISION:** LIBC Policy

**DEPARTMENT:** WF Dev./Dislocated Workers Proj.

**SUPERVISOR:** Workforce Dev Project Manager

**VACANCIES:** 1

**JOB SUMMARY:** The Support Services Coordinator/Case Manager position for the National Emergency Grant (NEG), Dislocated Workers Project is a grant funded position and is under the direct supervision of the Workforce Development Project Manager. The Support Services Coordinator/Case Manager will be responsible for facilitating successful job placements for program participants consistent with client career plan and providing information regarding available community resources. Utilizing the methods and techniques of job development, job coaching, client placement and current practices in vocational education, labor market trends and employment opportunities in both the private and public sectors in surrounding counties. In addition, the Support Services Coordinator will assist the Project Manager with tracking all project data to ensure overall program success. Success in this position will require developing positive and professional contacts with local employers, assessing suitable candidates for known job openings. This position requires job coaching and mentoring clients on a one-on-one basis to ensure training and employment ready status and job sustainability. The DWP uses a team-based approach to provide comprehensive employment related services to the Lummi Community. The Case Manager must be able to function as a positive member of the team.

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

1. Develop positive and professional relationships with local employers to facilitate employment of DWP participants and develop a comprehensive knowledge of the local labor market.
2. Develop a system for tracking expenses; maintain, update, monitor on a regular basis in order to generate timely reports.
3. Assist the Program Manager in the creation of program budgets
4. Work individually with DWP participants to match skills, abilities, interests with known job openings and facilitate successful job placements.
5. Assist DWP participants with resume, cover letter and job search skills, interview preparation and job retention skills and attitudes.
6. Prepares reports and forms related to placement activities, tracks participant progress and documents data.
7. Develop on-the-job training and work experience contracts

8. Provide transitional employment and job coaching services to an individual where there exists the strong likelihood that the individual can achieve independent functioning on a job, within the time frame allowed by DWP guidelines for job coach services.
9. Communicate with TERO office regarding upcoming contracts and projects to assist appropriate placement of DWP participants.
10. Develop and maintain job development performance statistics for program evaluation, grant reporting and planning & development activities.
11. Assist with recruitment of potential participants (may require home visits) may require attendance of community events after hours.
12. Develop a working knowledge of community resources for appropriate referral of DWP clients.
13. Attend staff meetings and client staffing
14. Work with Project Manager to gather information and data to write regular monthly program updates for the Squol Quol.

### **MINIMUM QUALIFICATIONS:**

- High School Diploma/GED or Equivalent with (5) year's work experience
- Bachelor's degree in Human Services, Social Services or related field *Preferred*
- (2) years' experience, knowledge, and/or training in academic advisement or career development; or equivalent combination of education, training and experience.
- Knowledge and experience using Accufund and familiarity with LIBC internal process *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:**

- Must have strong verbal and written communication skills
- Working knowledge of community resources
- Proficiency in Microsoft Word, Excel, and Power Point and knowledge of modern computer and office equipment such as Office 365
- Knowledge and experience with Accufund Accounting/Financial Management
- Ability to conduct an assessment of a participant's employability, including but not limited to work history, skills, literacy, career path, learning disabilities, and transportation and childcare resources.
- Ability to prepare an individualized written employment plan that details a participant's employment goals, objectives, and time frames.
- Strong organizational, problem solving, analytical interpersonal and coaching skills.
- Functional understanding of the job search process and is able to assist DWP participants through this process and placement in suitable and gainful employment.
- Ability to meet new people, develop and maintain positive and professional relationships, and develop long lasting, goal oriented networks is essential.
- Knowledge of other Workforce Development programs for referral of services is essential.
- Experience working in a Native community is preferred; knowledge of the Lummi Way of Life is required.
- Ability to work with people of diverse socioeconomic and cultural backgrounds.
- Ability to work well independently as well as with a team.

### **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.
- 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](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.