



# 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:** Counselor I

Lummi Vocational Rehabilitation Program (LVRP)

**OPEN:** April 20, 2021

**EXEMPT:** No

**SALARY:**(7) \$18.97-\$21.25 p/h DOE

**SHIFT:** Day

**LOCATION:** Tribal Administration

**DURATION:** Regular Full-Time

**GRAND ENDS:** 09/30/2024

**CLOSES:** April 27, 2021

**JOB CODE:**

**DIVISION:** Workforce Development

**DEPARTMENT:** LVRP

**SUPERVISOR:** LVRP Director

**VACANCIES:** 1

**JOB SUMMARY:** The Vocational Rehabilitation Counselor will provide counseling services to qualified clients through the Lummi Vocational Rehabilitation Department.

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

1. Prepare and maintain records and case files, including documentation such as clients' personal and eligibility information, services provided, narratives of client contacts, and relevant correspondence.
2. Develop rehabilitation plans that fit clients' aptitudes, education levels, physical abilities, and career goals.
3. Monitor and record clients' progress to ensure that goals and objectives are met.
4. Confer with clients to discuss their options and goals so that rehabilitation programs and plans for accessing needed services can be developed.
5. Maintain close contact with clients during job training and placements to resolve problems and evaluate placement adequacy.
6. Confer with physicians, psychologists, occupational therapists, and other professionals to develop and implement client rehabilitation programs.
7. Arrange for physical, mental, academic, vocational, and other evaluations to obtain information for assessing clients' needs and developing rehabilitation plans.
8. Analyze information from interviews, educational and medical records, consultation with other professionals, and diagnostic evaluations to assess clients' abilities, needs, and eligibility for services.
9. Develop and maintain relationships with community referral sources, such as schools and community groups.
10. Locate barriers to client employment, such as inaccessible work sites, inflexible schedules, and transportation problems, and work with clients to develop strategies for overcoming these barriers.
11. Maintain confidentiality of information consistent with Tribal Policy.

**MINIMUM QUALIFICATIONS:**

- AA Transfer Degree, Bachelor's Degree in Human Services or Vocational Rehabilitation *preferred*, or
- 3 years experience as case worker (determining eligibility, developing client plans, monitoring client progress, and maintaining client records)
- 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 principles, methods and procedures for diagnosis, treatment, and rehabilitation of physical and mental disorders, and for career counseling and guidance.
- Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
- Knowledge of human behavior and performance; individual differences in ability, personality, and interests; learning and motivation; psychological research methods; and the assessment and treatment of behavioral and affective disorders.
- Experience working in a Native Community preferred, understanding of and sensitive to, Native culture and experience.
- Data skills preferred
- Computer skills necessary.
- Communicate skills, verbal and written required
- Ability to work as part of a network and 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.
- This position requires regular contact with or Control over Indian Children and is therefore subject to an extensive Criminal Background Check and CAMIS Check.
- Must have reliable transportation.
- Must be Bondable
- Physical Requirements: This is a sedentary position that will require sitting 6-8 hours per day and lifting up to 15 pounds on an occasional basis.
- Position is grant funded that will end on **September 30, 2024**. 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.