



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: Vocational Rehabilitation Technician II
Lummi Vocational Rehabilitation Program (LVRP)

OPEN: April 20, 2021

EXEMPT: No

SALARY: (6/7) \$17.38-\$19.71 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: Under general supervision, this position provides assistance performing a full-range of functions to Vocational rehabilitation counselors and supervisors in areas such as direct customer services, eligibility preparation, and monitoring service delivery plans, and monitor client participation and follow-through. Position provides paraprofessional and technical support to Vocational Rehabilitation Counselors and/or other professional vocational rehabilitation staff.

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

1. Receives, tracks, and submits monthly reports as assigned.
2. Schedules appointments and notifies customer of counselor assignment.
3. Assists in identifying resources of comparable benefits in the community.
4. Coordinates customers' transportation.
5. Scan documents to designated Voc Rehab folder on the G:drive.
6. Assists customers with purchasing of services approved on the IPE.
7. Provides comparison costs for purchases.
8. Completes the authorization process as required.
9. Works with the counselor to ensure that services listed on the IPE are scheduled and completed.
10. Maintains ongoing contact with customers to ensure vocational progress.
11. Assists Counselor and Supervisor with job placement and follow-up services.
12. Assists in locating customers when services have been interrupted.
13. Verifies Customers' employment and training status.
14. Communicates with community partners to expedite services for new and existing customers.
15. Processes files for case closure.
16. Documents activities in customers case records.
17. Answers phones and filing as required.

18. Other duties as assigned

MINIMUM QUALIFICATIONS:

- High School Diploma or GED
- 3 months working in an office setting, including experience in working with individuals with disabilities.
- Must possess a valid Washington State Driver's license and meet eligibility requirements for tribal insurance.
- Lummi/Native American/Veterans preference policy applies.

KNOWLEDGE, ABILITIES AND SKILLS:

- Proficient using Microsoft Office.
- Knowledge of: available community resources, needs, recordkeeping; report preparation; purchasing and contracting rules and regulations.
- Maintain effective working relationships with social agencies and the public.
- Experience working in a Native Community preferred
- Understanding of and sensitivity to Native culture and experience required.
- Excellent communication skills, verbal and written required.
- Must be able to work as part of a network and team.
- Must maintain strict confidentiality at all times.

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, 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/JobNow.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.