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: ETC Employment Services Technician I

OPEN: June 16, 2021
EXEMPT: No
SALARY: (5) $14.35-$16.07 p/h DOE
SHIFT: Day
LOCATION: ETC Building
DURATION: Regular Full-Time

CLOSES: June 25, 2021
JOB CODE:
DIVISION: Workforce Development
DEPARTMENT: Employment & Training Center
SUPERVISOR: ETC Asst. Program Mgr.
VACANCIES: 1

JOB SUMMARY: Interview applicants and recipients to determine eligibility for use of social service programs and agency resources as well as provide program services to qualified clients. Perform internal audits on participant hard files and database files. Generate reports and statistical updates monthly, quarterly and annually.

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

1. Perform internal auditing of files, both hard files and database file designed to monitor compliance and improve services;
2. Scan documents and client files into designated database
3. Be familiar with pertinent compliance supplements in order to understand the different types of compliance requirements for each of the following programs, GA, TANF, NEW, and WIA;
4. Prepare regular and special reports, keeps records of assigned cases, and submits individual recommendations;
5. Explains eligibility requirements, form completion requirements, community resources for financial assistance employment resources and ETC programs;
6. Knowledge of community service providers and referral sources;
7. Determine and coordinate services as necessary to assist participant in obtaining gainful employment;
8. Provide Monthly/Quarterly WTA bus passes
9. Model appropriate work behaviors and presentation;
10. Other duties as assigned

MINIMUM QUALIFICATIONS:

- High School Diploma or GED
- 2 years working in an office setting **OR**
- 6 months-1 year experience working as a ETC Receptionist/Administrative Assistant I
- 6 months working knowledge of TAS database *preferred*
- 6 months application utilizing Microsoft Office *preferred*
- Lummi/Native American/Veteran preference policy applies.

KNOWLEDGE, ABILITIES AND SKILLS:

- Must be able to deal positively and professionally with all people. Experience working in a Native Community preferred, understanding of, and sensitivity to Native Culture required
- Excellent communication skills – the ability to communicate information and ideas so others will understand, the ability to listen to and understand information and ideas presented both written and spoken.
- Must be proficient in typing and computers, strong working knowledge of advance functions of Microsoft Office, TAS set up functions, enter data, or process information keeping up to date technically and applying new knowledge to the job
- Must manage highly confidential information with professionalism and unquestionable integrity.
- Demonstrate the ability to manage multiple priorities within prescribed timeframes.
- Must be able to work as part of a network team, and work independently under indirect supervision.
- Experience with general office equipment (photocopier, fax, and computer).

PHYSICAL REQUIREMENTS:

- This position requires sitting 6-8 hours per day
- Lift up to 15 pounds on an occasional basis

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 Criminal Background Check.

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.