



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 Kinship Navigator

OPEN: June 17, 2021

CLOSES: June 28, 2021

EXEMPT: No

JOB CODE:

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

DIVISION: Workforce Development

SHIFT: Day

DEPARTMENT: Employment & Training Center

LOCATION: ETC Building

SUPERVISOR: ETC Director

DURATION: Regular Full-Time

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. This position is essential for grandparents and kinship caregivers raising grandchildren/relative needing services to keep the children out of the foster care system. This position will also perform as possible help with 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. Actively reach out and locate kinship families in the Lummi service area, identifying those not involved in support group networks and/or in need of additional services. Provide follow-up with kinship caregivers.
2. Provide information and assistance functions along with supportive listening skills to grandparents and relatives of all ages who are raising children. Knowledgeable about relevant federal, tribal and state benefits, as well as local resources.
3. Develop strong collaborative working relationships with groups and agencies that work with kinship caregivers. Able to help educate the community, including service providers about the needs of the kinship care families and available resources and services available to them.
4. Perform internal auditing of files, both hard files and database file designed to monitor compliance and improve services;
5. Be familiar with pertinent compliance supplements in order to understand the different types of compliance requirements for each of the following programs, TANF and 477;
6. Prepare regular and special reports, keeps records of assigned cases, and submits individual recommendations;
7. Perform duties of the Intake Specialist as needed;
8. Prepare and assist applicants in complete routine intake assessment and personnel forms;
9. Explains eligibility requirements, form completion requirements, community resources for financial assistance employment resources and ETC programs;
10. Knowledge of community service providers and referral sources;
11. Model appropriate work behaviors and presentation;
12. Other duties as assigned

MINIMUM QUALIFICATIONS:

- AAS degree preferred or
- (2) years of successful experience in social services **OR**
- (2) years' experience working as an Employment Services Technician I or equivalent experience
- (1) year experience TAS database
- (3) year experience working with Microsoft
- 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.
- Basic knowledge of employment barriers and or disabilities preferred
- Maintain confidentiality of information consistent with Tribal and program policy.
- Must be computer literate, using computers and computer programs such as Microsoft Office, TAS set up functions, enter data, or process information keeping up to date technically and applying new knowledge to the job, ability to scan documents and organize documents for future use.
- Must be able to work as a part of a network team and work independently with little to no supervision.

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.