



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: Case Manager

Employment & Training Center (ETC)

OPEN: June 17, 2021

EXEMPT: No

SALARY: \$19.00-\$24.34 Per Grant

SHIFT: Day

LOCATION: Tribal Administration

DURATION: Regular Full-Time

CLOSES: June 28, 2021

JOB CODE:

DIVISION: Workforce Development

DEPARTMENT: ETC

SUPERVISOR: Director

VACANCIES: 1

JOB SUMMARY: Will provide case management to Temporary Assistance to Needy Families (TANF) and Workforce Development clients on a monthly basis in order to promote and assist clients in achieving economic self-sufficiency.

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

1. Provide professional case management monthly to evaluate services for a broad range of individuals seeking services.
2. Conduct intensive interviews both in the office and by phone to determine eligibility for financial assistance. Determine accurate benefit amounts by calculating income and resources. Provides benefits following the guidelines of federal, state and tribal funding sources and federal immigration law.
3. Develops, revises, monitors and updates client Individual Responsibility Plans which constitutes the basis for a client's participation and outlines services and activities required for the client to move toward self-sufficiency.
4. Provide case management to clients in their effort to obtain employment, their success in achieving employment, and their efforts to improve their employment status;
5. Identifies, analyzes client's circumstances and refers to community resources to remove barriers to employability
6. Screens clients for possible barriers such as: domestic violence, substance abuse, special assistance, family needs planning etc.
7. Assess the need, authorizes and facilitates appropriate support services
8. Compute and initiate overpayment accounts and client notifications when necessary
9. Make critical decisions, based on integration of information from multiple sources that may be discrepant, in high-volume and high stress situations
10. Generate a communications log for state agency on all opened cases daily
11. Assess effect of reported changes on continuing eligibility and process client change of circumstances.
12. Willingness to work with hard to serve, chronically homeless, mentally ill and chemically dependent clients
13. Empowering people and families to achieve a positive outcome
14. Receives and inputs data on multiple automated systems (TAS, Scanning)

15. Model appropriate work behaviors and presentation

16. Performs other work as required

MINIMUM QUALIFICATIONS:

- Master Degree in Social Services *preferred*
- BA degree in Human Services, Social Services or Business **OR**
- AAS degree and 3 years experience as an ETC Intake Specialist or ETC Employment Services Technician II **OR**
- (5) years' experience as a Caseworker, ETC Intake Specialist or ETC Employment Services Technician II.
- Experience using TAS database.
- (2) years' experience utilizing Microsoft Office.
- Lummi/Native American/Veteran preference policy applies.

KNOWLEDGE, ABILITIES AND SKILLS:

- Ability to deal positively and professionally with all people.
- Experience working in a Native Community *preferred*
- Possess understanding of, and sensitivity to Native Culture required
- Possess 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.
- Skill & proficiency in data entry and computer use.
- Possess strong working knowledge of advance functions of Microsoft Office, TAS set up functions, data entry, or process information keeping up to date technically and applying new knowledge to the job
- Ability to manage multiple priorities within prescribed timeframes.
- Ability to work as part of a network team, and work independently under indirect supervision.
- Possess 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.
- Must manage highly confidential information with professionalism and unquestionable integrity.

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.