



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: Data Manager

Kwenangets (Court Services) Department

OPEN: July 12, 2021

EXEMPT: No

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

SHIFT: Day

LOCATION: LIBC Admin Bldg.

DURATION: Regular Full-Time

CLOSES: July 26, 2021

JOB CODE:

DIVISION: Administration

DEPARTMENT: Kwenangets

SUPERVISOR: CS Program Manager

VACANCIES: 1

JOB SUMMARY: The Lummi Nation Child Support Program (LNCSP) is responsible for assisting Custodial and Non-Custodial Parents to ensure children of separated parents receive financial support from both parents, at a fair level, in accordance with Title 11 of the Lummi Code of Laws, Federal codes and regulations pursuant to Title IV-D of the Social Security Act, and the approved Policies and Procedures of the LNCSP. Supporting the wellbeing of the Lummi Nation's children is essential to the future of the Lummi People. Child Support employees must communicate clearly and with respect, in a culturally appropriate manner.

The Data Manager is an essential role in the LNCSP Office's efforts to ensure 100% accuracy of payment records, Federal reporting requirements, and compliance with the Federal Payment Processing deadlines. The Data Manager is also responsible for entering all necessary data and documentation into the Child Support software for new child support case files.

The Data Manager regularly covers for the Office Assistant's duties and specific Payment Specialist's duties when they are absent or otherwise unavailable or unable to complete their duties in a timely manner. The Data Manager will also obtain DNA samples for paternity establishment, process court filings and perform service of process, and other services as needed to further the legal obligations of the LNCSP.

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

1. Enters case specific data into the Child Support software for recording payments, generating debt calculations, and creating income withholding and tax intercept documents.
2. Maintain financial database that includes records of payments received and distributed, depts, write-offs, and other payments agreements in accordance with Federal Regulations.
3. Ensure payments and balance owing in the LNCSP Access and Excel software and LIBC Accounting Accufund software match.
4. Enters data into Accufund and prints necessary reports from Accufund for judicial enforcement of Child Support Orders.

5. Creates new case files and records for new customers on the electronic database.
6. Prepares year-end reports on new cases, closed cases, paternity establishments, and cases related to TANF for submission to the Program Manager.
7. Receive receipts for payments and process child support payment requests to appropriate agencies or parties within required guidelines.
8. Ensures accuracy and completeness of data used for grant reporting.
9. Use Tribal, Federal, State, and other private and public data bases to locate parents.
10. Properly receives and receipts child support payments from non-custodial parents and correctly preparing them for delivery to the Payment Specialist, when the Office Manager is unavailable;
11. Enters the case specific data and files court documents for Full Faith and Credit orders and Parentage orders.
12. Maintains paper filed forms, documents and datum in alphabetical order and ensures accuracy of file information in electronic database.
13. Uses knowledge of culturally appropriate Lummi Interpersonal communication skills to communicate with both parents and help them work together for their child's benefit.
14. Greets customers in person and on the phone, in a culturally appropriate and courteous manner.
15. Maintaining a high ethical and professional standard for himself/herself, including maintaining strict client and department confidentiality.
16. Conducts court filings and service of process, including for incarcerated persons.
17. Archives and notifies outside agencies of closed cases.
18. Driving is required, for process service and obtaining genetic samples.
19. Have and maintain current Notary certification.
20. Receive training as necessary, including out of state travel for up to 5 days.
21. Performs other job duties as necessary to meet the case development and administrative responsibilities and goals of the Lummi Nation Child Support Program.

MINIMUM QUALIFICATIONS:

- 2 years of college education **OR**
- 4 years of Child Support experience **OR**
- High School Diploma or GED and a combination of college education and Child Support experience is required.
- 2 years of experience working directly with the public, in customer/client relations and service for a Native Nations organization.
- Child Support Experience (professional or personal) is *preferred*.
- 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:

- Must be able to obtain Whatcom County Jail Access permission, including annual renewals.
- Must comply with legally required confidentiality policies.
- Ability to work directly with the public, in customer/client relations and service.
- Ability to communicate clearly, verbally and in writing.
- Ability to be patient and compassionate with customers
- Ability to do basic math calculations and use Excel and Access
- Must be knowledgeable of Microsoft software (Word, Power Point, Excel, etc.)
- Ability to maintain strict confidentiality at all times.
- Must know or learn appropriate Lummi interpersonal communication skills.
- Must be familiar with Lummi families and community members.

- Verifiable experience in a professional office environment.

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 occasional contact with Indian children, so may be subject to FBI Fingerprint based criminal background check and Washington State Child Abuse and Neglect data base check, as determined by LIBC HR.
- No current or recent criminal charges, no Felony level convictions, and no new criminal behavior at or away from the workplace.

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.