



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: Office Manager
Lummi Youth Social Services

OPEN: August 3, 2021

EXEMPT: No

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

SHIFT: Day

LOCATION: LYA Facility

DURATION: Regular Full-Time

CLOSES: August 10, 2021

JOB CODE:

DIVISION: Administration

DEPARTMENT: LYSS

SUPERVISOR: LYSS Director

VACANCIES: 1

JOB SUMMARY: Under the supervision of the Lummi Youth Social Services Director, the Office Manager will serve as a contact point for information and perform clerical and administrative tasks in support of the Lummi Youth Social Service Program Departments. Duties are related to record keeping and reporting, answer, and direct incoming calls, in a professional manner, for the LYSS Office, greet and direct any persons visiting or conducting business with the LYSS Office to appropriate person.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES includes the following and other related duties as assigned by supervisor.

1. Greet the public and communicate in a courteous and respectful manner when answering questions in person or on the phone.
2. Answer phone calls for the Lummi Youth Social Services Departments and determine the nature of business, direct callers to appropriate destination, taking thorough messages if needed.
3. Receive mail directed for the LYSS Office; review each piece and route to appropriate person.
4. Provide support with administrative tasks such as processing timecards, work orders and travel arrangements for LYSS Staff as directed.
5. Maintains office supplies and coordinates maintenance of office equipment.
6. Maintaining the office files, vendor files and other files that are related to the LYSS operations.
7. Assist in the planning and coordination of activities designed to ensure Departmental management work plan goals and objectives are achieved.
8. Maintain the front area to ensure it is clean, presentable, and safe.
9. Willing and able to obtain a Notary Public License.
10. Process payments for bills to service providers, vendors, etc.
11. Responsible for planning and coordination of community events throughout the year.
12. Perform lead management and maintenance of all LYSS records, files, and documents.
13. Support management of official correspondence with internal and external representatives as requested by LYSS Director.

14. Assist in preparation of LYSS Department calendar, schedule of events, and agenda setting for commission and/or departmental meetings. (i.e. LYSS Director-Program Manager monthly meeting).
15. Support the Director to develop core strategies and management plans to achieve the LYSS Departments and program mission and work plan goals.
16. Assists in identifying funding opportunities for program development, quality improvement and service growth consistent with Health and Family Services Commission approved goals and plans.
17. Provide LYSS Programs with administrative operational information and procedures to acquire LIBC support services in Human Resources, Finance, Planning, Procurement, and Information Technology and/or Archives and Records and Quality Improvement.
18. Performs other related duties as assigned.

MINIMUM QUALIFICATIONS:

- High School Diploma or GED
- 2 years full-time work experience as an Office Assistant
- Lummi/Native American/Veteran preference policy applies.

KNOWLEDGE, ABILITIES AND SKILLS:

- Basic computer skills and reports writing skills and be able to learn on the job and willing to participate in relevant job training opportunities as identified.
- Assessment, consultation, and intervention experience required
- Must be able to communicate clearly, effectively, and courteously Department Staff and supervisor.
- Must be able to work independently with little supervision.
- Knowledge of local resources available to Lummi youth and families.
- Strong decision making and practical skills.
- Must adhere to Federal Privacy Act and comply with Federal HIPAA regulations
- Requires communication skills and professional ethics
- Requires knowledge and sensitivity of Native American Indian Culture and any Chemical Dependency/Behavioral Health problems associated with the population.
- Requires Knowledge ability to relate to a variety of ages, cultural and socioeconomically backgrounds, and the Native American Indian population.
- Requires knowledge of available crisis referral agencies.
- Requires knowledge about community resources and entitlement programs.
- Requires knowledge of available resources regarding substance abuse and mental health issues.

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 regular contact with or Control over Indian Children and is therefore subject to an extensive Criminal Background Check and CAMIS Check.
- Must be flexible and able to work nights and weekends
- Must be and maintain substance (alcohol & drug) free, will be subject to drug testing and maintain self-care that prevents staff burnout
- Must have CPR, Mandatory Reporter and First Aid certification within 30 days of hire

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.