



# 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:** Re-Engagement Specialist/Case Manager

**\*\*Re-Advertise\*\***

**OPEN:** August 16, 2021

**EXEMPT:** No

**SALARY:** \$ 25.09 per grant

**SHIFT:** Day

**LOCATION:** Administration

**DURATION:** Regular Full-Time

**Grant Ends:09/29/2022**

**CLOSES:** Until Filled

**JOB CODE:**

**DIVISION:** Administration

**DEPARTMENT:** Workforce Development

**SUPERVISOR:** Re-Engagement Project Manager

**VACANCIES:** 1

**JOB SUMMARY:** Re-Engagement Specialist/Case Manager for the Workforce Developments

Young People Re-Engagement Project (YREP) will be responsible for assisting in the planning, developing, and implementation of a comprehensive re-engagement plan and program services that address the needs of Lummi nation people ages 16-35 in preparation for self sufficiency. Facilitate the process for re-engagement through activities that integrate individuals into their community to support family relationships and develop additional relationships with community and non-community based training opportunities and employers. Facilitate the process for re-engagement through cultural events/activities and assisting with Multiple Outcome Classes. Utilize the methods and techniques of job development, participant placement and current practices in vocational education, labor market trends and employment opportunities in both the private and public sectors in surrounding counties. This position requires job coaching and mentoring participants on a one on one basis to ensure training and employment ready status and job sustainability. The YREP uses a team based approach to provide comprehensive employment related services so the Re-Engagement Specialist must be able to function as a positive member of the team.

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

1. Assist program staff with planning, developing, and implementing a comprehensive re-engagement plan.
2. Assist project staff and work group with the administration of project surveys and collection, identification and recruitment of young people.
3. Develop positive and professional relationships with local employers to facilitate employment of YREP participants and develop comprehensive knowledge of the local labor market.
4. Work with peer support councilors and YREP participants to complete a stabilization plan navigating services and support systems that clarifies expectations and outlines how to achieve successful discharge.
5. Assist participants with resume, cover letter, and job search skills, interview preparation, and job retention skills and attitudes

6. Identify need for and assist in the development of auxiliary services to facilitate bringing YREP participants into job ready status
7. Work individually with YREP participants to match skills, abilities, interests with known job openings and facilitates successful job placements.
8. May drive participants to interviews, training, job fairs and other organizations
9. Prepares reports and forms related to placement activities, tracks participant activity and progress data.
10. Provide transitional employment and job coaching services to an individual where there exists the strong likelihood that the individual can achieve independent functioning on the job, within the time-frame allowed by YREP guidelines for job coach services.
11. Develop, implement, and coordinate cultural events with Tribal members to re-engage with their unique culture.
12. Maintain comprehensive files with copies of intake paperwork, assessments, attendance records, case plan, and chronological records to include all contacts with or regarding each case-conversations, schools, probation, etc.

#### **MINIMUM QUALIFICATIONS:**

- High School Diploma or GED
- Bachelor's Degree in Human Service or Business Administration field *preferred*
- 2 years' experience working with at-risk youth and young adults *preferred*
- 3-5 years' experience working in case management
- 2 years' experience in tribal government/entity with workforce development, education, and training field.
- 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 have strong communication skills, written, visual and verbal communication
- Must have a strong familiarity with tribal social service programs
- Must be able to deliver presentations and speeches to recruit participants.
- Ability to communicate effectively with youth and adults.
- Cultural sensitivity, empathy and a cooperative and collaborative problem solving approach
- Proficiency in MS Office with expertise in Microsoft Word, PowerPoint and Excel
- Maintain strict confidentiality at all times.

#### **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 successful and extensive Criminal Background Check and CAMIS Check, with Washington State Patrol and Federal Bureau of investigation Fingerprint Clearance.
- Must be able to work a flexible schedule.
- Position is grant funded that will end on **September 29, 2022**. If additional funding is received this position will need to be reviewed for grading purposes

#### **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](mailto: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.