



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: Job Developer/Case Manager
Dislocated Fishers Project (DLF)

OPEN: December 7, 2018

EXEMPT: No

SALARY: 9 \$25.09 to \$28.10 per hour DOE

SHIFT: Day

LOCATION: Administration Building

DURATION: Regular Full Time

****Grant Funded 3/31/19****

CLOSE: December 14, 2018

JOB CODE:

DIVISION: Administration

DEPARTMENT: Econ/Wk Force

SUPERVISOR: Wk Force Dep Dir

VACANCIES: 1

JOB SUMMARY: The Job Developer/Case Manager for the Dislocated Fishers Project will be responsible for facilitating successful job placements, for program participants and providing information regarding available community resources. Utilizing the methods and techniques of job development, job coaching, client placement and, current practices in vocational education, labor market trends and employment opportunities in both the private and public sectors in surrounding counties. Success in this position will require developing positive and professional contacts with local employers, assessing suitable candidates for known job openings. This position requires job coaching and mentoring clients on a one on one basis to ensure, training and employment ready status and job sustainability. The DLF uses a team-based approach to provide comprehensive employment-related services to the Lummi community, so the Job Developer must be able to function as a positive member of a team.

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

1. Develop positive and professional relationships with local employers to facilitate employment of DLF participants and develop a comprehensive knowledge of the local labor market.
2. Work individually with DLW participants to match skills, abilities, interests with known job openings and facilitates successful job placements.
3. Assist DLF participants with resume, cover letter and job search skills, interviews preparation and job retention skills and attitudes.
4. May drive participants to interviews, job fairs and other organizations,
5. Prepares reports and forms related to placement activities, tracks participant activity and progress data.
6. Identify need for, and assist in the development of auxiliary services to facilitate bringing DLF participants into job ready status.
7. Develop on-the-job training and work experience contracts commensurate with the needs of DLF participants and employers.
8. Provide transitional employment and job coaching services to an individual where there exists the strong likelihood that the individual can achieve independent functioning on a job, within the time-frame allowed by DLF guidelines for job coach services.

9. Assist program staff in monitoring DLF participants in developed job placements, to facilitate continued support, necessary training and advocacy.
10. Communicate with the TERO office regarding upcoming contracts and projects to assist appropriate placement of DLF participants.
11. Develop and maintain job development performance statistics for program evaluation, planning and development activities.
12. Develop a working knowledge of community resources for appropriate referral of DLF clients.
13. Attend staff meetings and client staffing.

MINIMUM QUALIFICATIONS:

- Minimum of 2 years of college
- 5 years experience in remedial education and assessment.
- 5 years working with clients that has barriers to education and or employment.
- Experience in curriculum development and program administration.
- At least 1 year experience in case management related to job development, job placement, employment coaching and counseling, or job seeker training and motivation.
- 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:

- Proficiency in Microsoft Word, Excel, and PowerPoint. Experience in Microsoft Access helpful but not required.
- Experience in marketing employers and working with the business community
- Conducts an assessment of a participant's employ-ability, including but not limited to, work history, skills, literacy, career path, learning disabilities, and transportation and childcare resources
- Prepares an individualized written employment plan that details a participant's employment goals, objectives, and time frames.
- Experience in job placement in various training programs, including reporting client information for grant reporting.
- Strong organizational, problem solving, analytical interpersonal and coaching skills.
- Must have functional understanding of the job search process and be able to assist DLF participants through this process to placement in suitable and gainful employment.
- Knowledge of human service related programs or public relations program is required.
- Must be knowledgeable of the Lummi Treaty Fishing Rights, fin fishery, crabbing, shrimp, shellfish, and geoduck harvesting.
- The ability to meet new people, develop and maintain positive and professional relationships, and develop long-lasting, goal-oriented networks is essential.
- The ability to present oneself and the Lummi Nation in a positive and professional manner is essential.
- Experience in job development and/or employment counseling is preferred.
- Knowledge of WorkFirst, General Assistance, TERO, Vocational Rehabilitation and other Tribal programs is preferred.
- Must be able to coordinate time and services between many clients and several departments.
- Experience working in a Native community is preferred; knowledge of and appreciation for the Native way of life is required.
- Must have a working knowledge of community resources

- Must be able to work with people of diverse socioeconomic and cultural backgrounds.
- Must understand and demonstrate effective communication and teaching skills.
- Must be able to work as a member of an interdisciplinary team, work independently and have good self-directing ability.
- Must have good organizational skills and excellent written and verbal communication skills.
- Must be creative problem solver and be able to learn new tasks quickly.

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 extensive Criminal Background Check.
- Position is grant funded that will end on **March 31, 2019**. 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: <http://lnnr.lummi-nsn.gov/LummiWebsite/Website.php?PageID=376> 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.