



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: CHAP Program Coordinator

OPEN: January 20, 2022

EXEMPT: No

SALARY: \$33.18 Per Grant

SHIFT: Day

LOCATION: LIBC

DURATION: Regular Full-Time

Grant Ends 09/30/2023

CLOSES: January 31, 2022

JOB CODE:

DIVISION: Administration

DEPARTMENT: Family Services

SUPERVISOR: Family Services Director

VACANCIES: 1

JOB SUMMARY: This is a 2-year grant funded position for a highly technical training management employee who coordinates with Lummi Indian Business Council, Lummi Health Clinic, and external health care professionals/agencies for education opportunities. The CHAP Coordinator performs general administrative support and communication services in areas of finance and budget management, accounting, funding, grant/contract reports, compliance, and annual/quarterly reports for healthcare training goals of the Community Health Aide Program.

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

Planning of trainings:

1. Mapping out training strategies and assist the office with the building of training plans and schedules for all types of training requests and ensuring adequate budgets and funding.
2. Coordinating with trainers, facilitators, trainings' partners, and training beneficiaries. Supporting trainers and facilitators in designing and developing training agendas and materials and ensure consistency of the training sessions with the organization's objectives.
3. Contribute to the choosing of appropriate training methods and materials.

Management of trainings:

4. Identify and contribute to the selection of trainers and facilitators.
5. Develop and maintain good relations with training donors, develop and maintain collaboration and regular contact with training partners
6. Develop and maintain a database of facilitators and trainers for the office
7. Develop selection criteria for participation to trainings, identify and select the participants of training sessions
8. Prepare training cost estimates and manage trainings' budgets
9. Manage all the logistics for the training sessions and support trainers in the delivery of training sessions through organization of necessary materials, facilities, equipment and refreshments.

Assessment, Monitoring & Evaluation of trainings

10. Develop and conduct needs assessments that determines what types of training should be provided for each target group
11. Collect and maintain ongoing training information, conducting needs assessment surveys.
12. Maintain training attendance, rosters, records, and facilitator/attendee training materials.
13. Use questionnaires and evaluation forms to track participants' satisfaction levels with the training program, trainings content and the trainers.

MINIMUM QUALIFICATIONS:

- Bachelor of Arts degree in Humanities, Education, or related human services training field
- Must have four (4) years of work experience providing administrative services in a tribal government/entity
- Must have (2) years of experience in budget development & management, and grant compliance & management.
- Must have (2) years of experience in the Education and/or 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:

- Familiarity with Lummi social service delivery in general, and preferably experience in Long-term Support Services (LTSS)
- Business acumen and insight into clinical processes
- Analytical skills to identify problems and offer solutions & political and people skills to effectively manage change.
- Working knowledge of Microsoft Windows (Word, Excel, Access, Power Point, and Desktop Publisher) and familiarity with Acufund preferred.
- Knowledge and work experience in Grant/Contract management and program compliance and quality improvement.
- Demonstrated ability to maintain the strictest confidentiality at all time.
- Exceptional communication skills both verbally and written, ability to speak effectively before groups of trainee's or employees of an organization.
- Exceptional organizational skills, planning, manage, and coordinate services with the ability to multitask and support a "team oriented" approach to administrative duties, tasks, and projects.
- Ability to initiate responsibility, work independently, and need minimal supervision.
- Minimum of two years' experience providing coordination of training
- Mathematical Skills, Ability to apply concepts of basic algebra and geometry.
- Social Service, education, or other equivalent project management experience.
- Educational background in social service informatics or other equivalent background.

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 be fully vaccinated for COVID-19 including two (2) doses of a 2-dose series, or one (1) dose of a 1-dose series, plus 14 days beyond the final dose prior to the start date

- Position is grant funded that will end on **September 30, 2023**. 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 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.