



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: Staff Attorney I - Indian Child Welfare
Office of the Reservation Attorney (ORA)

OPEN: April 13, 2022

EXEMPT: Yes

SALARY: (11) \$33.18-\$37.16/hr. DOE

SHIFT: Day

LOCATION: Tribal Administration

DURATION: Regular Full-Time – GRANT FUNDED

CLOSES: Until Filled

JOB CODE:

DIVISION: Legal

DEPARTMENT: ORA

SUPERVISOR: Legal Director

VACANCIES: 1

JOB SUMMARY: The Staff Attorney I - Indian Child Welfare (ICW) works within the Office of the Reservation Attorney (ORA) on issues concerning or affecting tribal sovereignty and the exercise of tribal jurisdiction over Indian Child Welfare for the Lummi Nation. Duties may include representing the Nation primarily in state court proceedings involving Lummi children and youth and other staff attorney duties as assigned. Job performance of the Staff Attorney I is evaluated by the Legal Director or his/her designee.

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

1. Represent the Lummi Nation in tribal, federal, and state forums on matters relating to Lummi children and youth, including, without limitation, Indian Child Welfare cases, dependencies, guardianships, and non-parental custodies.
2. Responsible for determining the disposition of matters under the restorative justice policy of the Nation.
3. Manage a large caseload which requires the timely preparation for court.
4. Prepare cases for shelter care hearings and dependency trials by reviewing Child Protective Services reports, court filings and discovery and consulting with Tribal social workers.
5. Properly prepare pleadings, motions and orders for court, and review documents prepared by client for introduction into the court record.
6. Work collaboratively with rehabilitative justice programs.
7. Perform duties consistent with ethical standards to uphold justice under the Lummi Code of Laws and other prevailing standards.
8. Participate in professional development, including, without limitation, continuing legal education required to maintain an attorney bar license and maintain job skills in Native American law, criminal law and procedure and other relevant areas.
9. Perform legal research and writing necessary for the preparation of court and other documents.

10. Cross train and assist other staff members with duties as needed.
11. Participate in Lummi Child Consultation Team and Grandparents Committee staffings, Tribal Schools and Health meetings, and participate in case-planning meetings with Social Service providers regarding CPS investigations, dependencies, and permanency of children in care as needed/requested.
12. Assist in grant writing to develop funding for matters involving children and youth.
13. Assist in development of new and amended codes, resolutions, forms, policies and procedures, and other documents, working with the LIBC, Commissions, Staff, and General Council, as required.
14. Complete legal research and writing necessary for the preparation of complaints, petitions, motions, pleadings, and other court documents, and follow up on all assigned cases.
15. Maintain case and research files according to established office systems and follow general office procedures.
16. Work collaboratively with support staff to delegate non-attorney work in a timely manner.
17. Continue professional development, including continuing legal education and/or training in the areas of Indian law, or other issues relevant to job duties.

MINIMUM QUALIFICATIONS:

- Graduate of accredited law school
- Member in good standing of the Washington State Bar Association.
- Member in good standing of the Lummi Nation Tribal Court Bar or able to become a member within the first 7 days of employment.
- 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:

- Good working knowledge of tribal, federal, and state laws pertaining to Native Americans.
- Knowledge and understanding of the Native American Community and its people, including traditions and customs, and willingness to learn about the Lummi community.
- Excellent legal research, and the ability to prepare legal memoranda and pleadings, and other documents per tribal, federal, and state court rules and laws.
- Excellent writing and oral communication skills.
- Excellent judgment and decision-making capabilities.
- Litigation skills.
- Ability to manage highly confidential information and ORA matters with professionalism, unquestionable integrity, and maintain strict confidences at all times.
- Proficient using Word, Excel, Outlook, Access, Full Court, PowerPoint, and other computer software.
- Ability to timely and fully prepare cases in advance of court appearances.
- Ability to deal with people in highly emotional and adversarial situations, and ability to communicate well with people of all ages in a clear and intelligent manner.
- Experience writing Code and regulations.
- Ability to speak clearly and intelligently.
- Ability to organize and maintain clear, concise, and accurate records, and follow office procedures.

- Ability to use discretion and keep the Legal Director informed of high profile matters and identify other matters requiring communications.
- Ability to establish and maintain effective working relationships with Tribal officials, supervisor, fellow employees, Tribal members, and the general public.
- Ability to work independently and as a cooperative team member within the Office of the Reservation Attorney and the Nation.
- Working knowledge and understanding of the Indian community and its people, including traditions and customs.

REQUIREMENTS:

- Must be dependable, trustworthy, maintain confidentiality, and be able to work flexible hours.
- Must pass pre-employment and random drug and alcohol tests 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 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

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.