



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: Youth Advocate

Employment & Training Center (ETC)

OPEN: January 9, 2019

EXEMPT: No

SALARY: 8 (\$21.82 to \$24.44 per hour DOE)

SHIFT: Day/Flexible

LOCATION: Tribal Administration

DURATION: Regular Full Time

CLOSES: January 18, 2019

JOB CODE:

DIVISION: Family Services

DEPARTMENT: ETC

SUPERVISOR: Youth Coordinator

VACANCIES: 1

JOB SUMMARY: Youth Advocate will work with youth in order to help them transition out of school to further their education or look at technical training all with a focus of achieving gainful employment. Networking with local (Reservation - TERO), County, and State agencies and organizations to help them realize their vocational goals. Special Projects that plan, develop, and implement programs or activities within the community that connect youth to leadership skills, help them to reduce or eliminate barriers to achieving education or vocational benchmarks, and creating pathways to sustainable careers.

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

1. Maintain regular contact with youth identified as participants in Lummi Employment and Training Center Program and activities.
2. Coordinate and assist with other agencies within the area to service at risk native youth in career planning.
3. Develop and compile a list of resources of up coming events and activities to foster and affirm students in areas of their career interest.
4. Contact and develop training plans between potential work sites and youth participants.
5. Develop education plans for youth to gain work experience or education to seek gainful employment.
6. Collaborate with counselors at local high schools to work with native students to meet their educational and career goals.
7. Coordinate assessments and referral for intakes for youth service needs.
8. Assist in communication with parents and youth as needed for successful program and activities.
9. Coordinate and act as Liaison between youth and services, referring youth to appropriate services, depending on youth's individual needs
10. Work directly with the Lummi Vocational Rehabilitation Transitional Counselor and other agencies as needed depending on individuals need.
11. Assist youth in seeking and securing skill development in academic and job training through local training programs such as: Northwest Indian College, High School, Employment Training Center, Tribal Employment Rights Office, and Work source.
12. Provide information and support to youth and parents as needed for a successful program.

13. Coordinate and encourage Youth with traditional spiritual information and appropriate activities and ceremonies supporting the development of self-knowledge and awareness of their cultural heritage, values and direction in life.
14. Coordinate activities regarding enrichment and employment to the Summer Youth Program.
15. Provide supervision and direction to youth participants as needed.
16. Provide planning and preparation for all facets of the programs.
17. Develop quarterly reports that include tracked statics of youth serviced
18. When appropriate, monitor, help prepare and track all time cards.
19. Update all pertinent databases as needed to track for ETC programs.
20. Complete and update all necessary documentation requirements for the Lummi Employment and Training Center Programs.
21. Monitor and report on positive outcomes of the program

MINIMUM QUALIFICATIONS:

- BA degree in Secondary Education, Special Education and Educational Leadership, Human Services, Psychology, Social Work.
- **OR** AAS degree and 3 years working with at risk and disadvantaged youth
- **OR** 5 years working with at risk and disadvantaged youth
- 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:

- Possess good communication and listening skills to develop rapport with youth and their parents/guardians and community members.
- Ability to maintain strict confidentiality and professionalism; be professional, dependable, trustworthy and willing to learn.
- Possess excellent organization skills.
- Possess advanced computer and writing skills, knowledge with TAS/BearTracks.
- Ability to monitor, collect and provide statistical reports for funding agencies.
- Knowledge of local resources available to youth.

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, CAMIS background check.
- Must be willing to participate in relevant job training opportunities as identified.
- Must maintain healthy lifestyle
- Must have CPR and First Aid certification within 30 days of hire.

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.