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: Academic Aide
Lummi Youth Wellness Center (LYWC)

OPEN: May 27, 2022
EXEMPT: No
SALARY: (5) $14.35-$16.07/hr. DOE
SHIFT: Day/Flexible
LOCATION: Lummi Youth Wellness Center
DURATION: Regular Full-Time

CLOSES: June 07, 2022
JOB CODE:
DIVISION: LYSS
DEPARTMENT: LYWC
SUPERVISOR: LYA Manager
VACANCIES: 1

JOB SUMMARY: The Academic Aide will assist in providing and conducting recreational, instructional, and educational programs and activities for youth ages 5 to 18 for the Afterschool Program, Middle School & High School Program, Teen Night and Summer Program. The Academic Aide is under the supervision of the LYA Manager. This is a full-time position, and hours of work and days vary by program schedule. Frequent weekend and evening hours will be required as job duties dictate

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

1. Monitor facility and ensure a safe, positive, and fun environment.
2. Provide positive role modeling to youth by demonstrating positive attitude and behavior and by initiating activities and conversations.
3. Provide supervision in activity areas ensuring that appropriate behaviors are reinforced/praised and inappropriate behavior is corrected.
4. Oversee daily operations of activity areas including maintaining safety equipment, cleaning facilities, displaying appropriate signage, and operating a computer as necessary.
5. Organize and facilitate recreational activities including games, physical fitness events, and arts and crafts on a daily basis.
6. Encourage Youth to participate in activities and form healthy relationships by greeting and introducing new members, encouraging group activities, and providing oversight to ensure everyone is treated fairly.
7. Monitors individual and/or groups of Youth in a variety of settings (e.g., activity areas, playground, offsite, vehicles, etc.) for the purpose of enforcing rules and procedures regarding youth behavior and participation and/or providing a safe, respectful, and positive environment.

8. Assist youth with their homework and reading and communicate with school personnel when needed.
9. Assist in serving food and snacks to youth.
10. Will inspect activity areas and facility daily to ensure supplies are ready and the environment is safe for the youth.
11. Document and report any incidents which occur to harmful to the youth, staff, or facility.
12. Other duties as assigned include some cleaning, special projects, and events.

MINIMUM QUALIFICATIONS:

- High School Diploma or GED
- 1-year experience working with youth, *Preferred.*
- Must possess a valid Washington State Driver's license **OR** will obtain a Washington State Driver's license within 3 months of being hired. and meet eligibility requirements for tribal insurance.
- Lummi/Native American/Veteran preference policy applies.

KNOWLEDGE, ABILITIES AND SKILLS:

- Ability to maintain strict confidentiality at all times.
- Ability to develop and maintain good working relationships with parents and guardians.
- Good communication and listening skills to develop rapport with youth and their parents/caretakers.
- Exceptional computer skills and reports writing skills.
- Ability to learn on the job and willing to participate in relevant job training opportunities as identified.

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 flexible and able to work nights and weekends.
- Must attend Mandatory Reporting Training
- Must possess a First Aid/CPR Card or obtain one within 3 months of being hired.
- Must possess a Food Handlers Card or obtain one within 3 months of being hired
- Must maintain strict confidentiality at all times concerning workplace and of each youth.
- Be respectful and sensitive to the values and culture of the Lummi Community.
- 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.