



# 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:** Interim Family Services Manager  
Early Learning Program

**OPEN:** January 10, 2019

**SALARY:** 23.09 – 25.75 Grant Funded

**SHIFT:** Day

**LOCATION:** ELP Center

**DURATION:** Temporary

**CLOSES:** January 18, 2019

**DIVISION:** Education

**DEPARTMENT:** ELP

**SUPERVISOR:** ELP Director

**VACANCIES:** 1

**JOB SUMMARY:** Plan, develop an implement Enrollment, Recruitment, Selection, Eligibility and Attendance (ERSEA) content area according to Head Start and ECEAP standards. Establish and maintain effective recordkeeping systems. Participate as a team member with center staff. Participate in community networking.

**ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:** Includes the following and other related duties:

1. Supervise Family Services staff. Ensure family services staff are fulfilling all program standards, Federal and State.
2. Plans, organizes, performs, directs and assesses all work related to maintaining outreach activities throughout the year. Assist parents/guardians in the enrollment process. Encourage and plan for parent participation in their child's education.
3. Maintain enrollment levels for ECEAP, Head Start and Early Head Start.
4. Evaluate, design, and monitor systems to process enrollment applications, including determination of eligibility and selection criteria. Confirm eligibility for new and participating families.
5. Provide information, referral and coordinating efforts to link staff and families with appropriate child care resources.
6. Oversee processing applications for accuracy and timeliness.
7. Prepare and distribute timely reports and tracking regarding ERSEA monthly.
8. Maintain systems, database, files, etc. ensuring security of data. Supervise Family Services staff.

## **MINIMUM QUALIFICATIONS**

- Bachelor of Arts in any field, preferably in Education, Early Childhood, or Human services.
- Lummi/Native American/Veteran's preference policy applies.

## **KNOWLEDGE, ABILITIES AND SKILLS:**

- Be able to type 40 words a minute
- Documentation in a data base system.
- Must be punctual and dependable
- Familiar with enrollment requirements for all Early Learning Programs
- Planning and coordination to implement a high quality Family Services Program

- Demonstrate the understanding, ability, and cooperation personality suited to meet the cultural, emotional, mental and social needs of families.

**REQUIREMENTS:**

- Must pass pre-employment and random drug and alcohol test to be eligible for and maintain employment, as required by LIBC Drug & Alcohol Free Workplace Policy
- This position requires an extensive CAMIS background check.
- Must have physical, TB skin test or x-ray every two years.

**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](mailto: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.