



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:** Office Manager Child Welfare (CW)

OPEN: September 26, 2022

EXEMPT: No

SALARY: \$18.15 -\$20.33/hr. DOE

SHIFT: Day

LOCATION: LCW Office

DURATION: Regular Full Time

CLOSES: October 11, 2022

JOB CODE:

DIVISION: Administration

DEPARTMENT: Kwenangets

SUPERVISOR: Social Work Supervisor

VACANCIES: 1

JOB SUMMARY: The future of the Lummi Nation depends on the wellness and education of our children, in both the western sense, and in accordance with Lummi culture. The Lummi Child Welfare Program is charged with a legal obligation in Title 8 of the Lummi Code of Laws to investigate complaints that Lummi children and children in the Lummi community may not be safe and/or properly cared for. Child Welfare employees are responsible for performing this legal duty.

The Office Manager for Child Welfare performs an essential role in the success of the Child Welfare Program's efforts to provide the best possible service to the Lummi People. The Office Manager greets the public, listens to their needs, and refers them to the proper staff members. The Office Manager also works closely with employees from other LIBC agencies, and Washington State Children Administration employees to gather and distribute information. The Office Manager is responsible for recording and distribution court documents and services provider reports and completing Personnel Action and Payroll forms. The Office Manager is regularly required to shop for office and family assistance supplies and arrange for repair of Department vehicles. The Office Manager will be required to accomplish daily administrative and clerical task that ensure the smooth operation of the Child Welfare Office.

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

1. Meet and greet clients and visitors, determines nature of business, and announces visitors to appropriate staff.
2. Receive phone calls and faxes, directs, and relay messages for the Child Welfare Office.
3. Process work orders for need supplies and payment for invoices from vendors.
4. Coordinate office mailings in a timely manner.
5. Gather Timecards and complete Time Sheets.
6. Pick up and distribute pay stubs for staff.
7. Secure meeting space and meeting supplies as necessary.
8. File, and scan/upload necessary documents to Share Point.
9. Update office appointment calendars, staff schedules, and vehicle log.

10. Primary responsibility for maintaining office supply inventory and for clothing and other supplies for children in care.
11. Primary responsibility for preparing Personal Action and Payroll forms, routing forms appropriately and following up to ensure documents are processed in a timely manner.
12. Primary responsibility for the coordination, preparation, and maintaining of records, including vehicle maintenance, gas cards, PO requests, receipts, client donations, employee travel, one time financial assistance to children in care, etc.
13. Primary responsibility for coordinating and scheduling cases to be reviewed by the Child Consultation Team (CCT), in coordination with the CCT Facilitator.
14. Primary responsibility for distribution of financial assistance to care providers of Children in Care of the Nation, including the handling of cash equivalents.
15. Responsible to satisfactorily complete all assigned training, including but not limited to; Working with Trauma Affected Families, HIPAA, Naloxone, First Aid, Budget, HR Forms, and new employee classes.

MINIMUM QUALIFICATIONS:

- High School Diploma or GED, with college degree or core requirement college course work *preferred*
- **AND** 2-years work experience in a social service setting and 2-years verifiable work experience with Microsoft Office software
- **OR** AA Degree **AND** 1-year experience working in social services setting and 1 year verifiable work experience working with Microsoft Office software.
- Must possess and maintain valid Washington State Driver's license and meet eligibility requirements for tribal insurance.
- Lummi/Native American/Veteran preference policy applies.

KNOWLEDGE, ABILITIES AND SKILLS:

- Ability to maintain strict confidentiality.
- Possess excellent listening skills.
- Ability to be objective and non-judgmental.
- Possess sincere concern for the well-being of children, especially children of the Lummi Nation.
- Ability to interact respectfully with people from diverse economic, educational, and ethnic backgrounds.
- Ability to work cooperatively with different types of personalities.
- Knowledge and understanding of issues and dynamics within families in crisis relating to child abuse and neglect given preference.
- Possess understanding of crisis management and the ability to deal with situations that need immediate action.
- Ability to maintain strict confidentiality at all times.

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 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.
- Must be dependable with a high level of integrity.
- Must be able to maintain respect with clients and other service professionals at all times.

- Must have knowledge working with families in crisis, at-risk youth and families involved with community services.
- Must be able to work in a flexible, high stress environment with a patient easy going personality.
- Must be able to articulate knowledge of and/or experience in the Lummi cultural community and the role of culture in the tribal healing process.

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.