



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:** Child Welfare Case Aide

OPEN: November 17, 2022

EXEMPT: Yes

SALARY: (8) \$23.05-\$25.96/hr. DOE

SHIFT: Varies

LOCATION: Administration Building

DURATION: Regular Full-Time

CLOSES: December 02, 2022

JOB CODE:

DIVISION: Administration

DEPARTMENT: Kwenangets Dept.

SUPERVISOR: Kwenangets Director

VACANCIES: 2

JOB SUMMARY: The future of the Lummi Nation depends on the wellness and education of our youth, in both the western sense, and in accordance with Lummi traditions and culture. The Lummi Child Welfare (LCW) Program is responsible for meeting that need for the Children who are in the care of the Lummi Nation.

Pursuant to Title 8 of the Lummi Code of Laws, LCW is responsible for carrying out the Child Protective Services, Child Welfare Services, Foster Care Program, and other duties assigned by the LIBC. The priority for services is caring for the children in the care of the Lummi Nation and assisting their parents to reunify with their children.

A Child Welfare Case Aide assists Social Workers and supervisor staff with a broad spectrum of social work and administrative tasks that help Child Welfare Program clients and Program staff. The Case Aide may be asked to assist with document scanning, identifying relatives for possible placement, reception, client transports, and temporary supervision of children in the care of the Nation, as well as several other duties listed below, all in the same day.

All Child Welfare staff are held to the highest standard for confidentiality, reliability, and judgement of safety for children. The Case Aide assists in providing essential frontline services that may require work outside the normal LIBC workday.

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

Social Work

1. Temporarily supervise youth in the care of the Lummi Nation, while placement plans are finalized.
2. Enter essential case data and Case Notes into the Child Welfare data base for Social Workers
3. Scan documents into the Child Welfare Database.
4. Transport Children in the care of the Lummi Nation to and from their foster families and to appointments.
5. Request reports from providers who are assisting clients.

6. Identify and locate family members of children in the care, for potential placement options.
7. Phone calls to parents and guardians of children in care.
8. In office process service.
9. Note taking during case planning meetings.
10. Identify resources for children and their parents.
11. Deliver resources to children in care (Back to School, Holiday gifts, etc.)

Administrative

12. Fill in at Reception Desk during breaks or other times the Office Manager is unavailable.
13. Notary Public service for court filing requirements.
14. Filing Court documents.
15. Court mail pick up.
16. Deliver and pick up mail at Ferndale Post Office.
17. Maintain a clean and efficient workspace.

MINIMUM QUALIFICATIONS:

- Applicants must meet and explain in a cover letter and resume how they meet, either of the following education and experience requirements:
 - Bachelor of Arts Degree in any field; or
 - Associate of Arts Degree and one (1) year of experience working in a social work field, with a preference for work provided for a Native Nation; or
 - Highschool graduate or GED and 2 years of experience providing similar case work and data entry duties, with a preference for working for a Native Nation.
- Must possess and maintain a valid Washington State Driver's license and meet eligibility requirements for tribal
- Lummi/Native American/Veteran preference policy applies.

KNOWLEDGE, ABILITIES AND SKILLS:

- Ability to work independently, with little supervision, and as part of a team to accomplish larger projects.
- Ability to work a flexible work schedule, which may include evenings and weekends, on occasion.
- Familiarity with the dynamics of working in a tribal community.
- Ability to maintain confidentiality and appropriate boundaries.
- Ability to organize and prioritize workload
- Possess excellent oral and written communication skills.
- Ability to present clear and concise information to coworkers and supervisors.
- Ability to work under strict timelines.
- Knowledge of and respect for all people and Lummi cultural values.
- Possess a good understanding of the needs and vision of the Lummi Nation and be able to tactfully handle culturally sensitive issues.
- Successfully complete essential basic training (First Aide, CPR, Mandatory Reporter, Naloxone, de-escalation, and dispute resolution, for example)
- No current or new criminal behavior on or away from the workplace.

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 FBI Fingerprint Criminal Background Check, and Child Abuse and Neglect data base check.

- No current or new CPS Founded Reports or criminal charges during employment.
- 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.