



# 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:** Transitions in Foster Care Advocate

**\*\*Re-Advertised\*\***

**OPEN:** January 18, 2023

**EXEMPT:** No

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

**SHIFT:** Day Varies

**LOCATION:** Child Welfare Office

**DURATION:** Regular Full Time

**CLOSES:** Until Filled

**JOB CODE:**

**DIVISION:** Administration

**DEPARTMENT:** Kwenangets

**SUPERVISOR:** Child Welfare 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. Lummi Child Welfare Social Workers are responsible for ensuring children in their care are properly prepared with both.

The Transitions in Foster Care (“Transitions”) Advocate reports to a Child Welfare Supervisor but works independently to ensure all duties are completed to offer services to children and young adults who were previously involved in the child welfare system. The Transitions Advocate has primary responsibility preparing young people (age 16-18) to prepare to transition to adulthood, for managing all cases of young adults (ages 18 to 21) who request extended foster care services and checking in with care givers of children who transition to guardianship. The Transitions Advocate meets at least quarterly with young adults to offer support, training, and access to resources available through Lummi Child Welfare and the WA St Department of Children Youth and Families (DCYF). Priority services include housing, high school and post-secondary education, banking, budgeting, cultural and family connections, and job readiness.

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

1. Deliver training to children ages 16 to 17 in preparation for transitioning to adult hood.
2. Manage all cases for 18 and over Extended Foster clients, re: school, work, driver's license, apartment hunting, banking, meal planning and shopping.
3. Offer advice and facilitate arrangements for college admissions and vocational schools.
4. Coordinate with WA St DCYF to ensure services are not duplicated.
5. Coordinate with community agencies to screen/select potential program participants.
6. Serve as a resource person to staff and the public with respect to community resources available for client referrals and identified resources and interpreting services available in line with the tribe's cultural self-determination.
7. Transport clients to appointments, as necessary for client success.
8. Meet with clients quarterly or more often, either in-person or by phone.
9. Must meet legal deadlines for completion and filing of all required court documents for assigned clients.

10. Enter notes and scan documents into LCW computer system.
11. Supplies Inventory, including shopping for Supplies, and food shopping for clients and Blackberry House.
12. Attend and complete all required training, including CPR, First Aid, Blood Borne Pathogen, Child Abuse Awareness, and train the trainer events for ILS and EFC subjects.
13. Travel for training, including out of state travel, as necessary to improve service delivery to clients.
14. Act as back up to front desk/office manager.
15. Help scan documents to client files, as time permits.

**MINIMUM QUALIFICATIONS:**

- Post Secondary training or college education required (submit proof with application).
- Social services experience at Lummi or other Native Nation required.
- Child Welfare experience *preferred*.
- Must possess and maintain 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:**

- Knowledge of the Lummi tribe, community, culture, values, traditions, and beliefs.
- Notary or become Notary within six (6) months of hire date.
- Ability to prepare and provide clear, concise, and complete verbal and written information, including court reports for cases managed.
- Independent Living Skills and child welfare program structures.
- Administrative principles applicable to organization and functions of child welfare programs.
- Knowledge of tribal, state, and Federal social welfare laws, rules, and regulations pertaining to Title 8 Children's Code LCL-Title IV E-Lummi Nation Child Welfare Manual Policies and Procedures-MOU between Lummi Nation and state of Washington, CCT processes and procedures.
- Knowledge of LIBC inter-departmental assistance programs, and community resources for providing assistance to families, individuals, and groups.
- Knowledge of Lummi Cultural and sub-cultural values, beliefs, and behaviors.
- Knowledge of emotional states and their behavior indicators.
- Ability to persuade or influence people in favor of specific actions, changes in attitude, or insight to support safe resolution to problems.
- Ability to alleviate stress and anxiety and be supportive of persons including children, parents, grandparents, relatives, and staff.
- Knowledge of interviewing techniques and methods for obtaining and communicating information.
- Knowledge of social problems, their causes, effects, and means of remediation particularly pertaining to tribal communities and the Lummi Nation.
- Knowledge of family and marital problems, Child Abuse, Domestic Violence and Chemical dependency, their characteristics, and solutions.
- Ability to use computer application (Word, Excel, Power Point, etc.)
- Able and willing to work flexible hours, including some evenings and/or weekends.
- Excellent presentation, listening and group facilitation skills.
- Ability to advocate for child(ren) in care, including testifying in court.
- Ability to maintain professionalism and to work cooperatively as part of a team.
- Ability to take initiative and work independently.

- Ability to prioritize and follow through to meet deadlines.
- Must 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 fingerprint based criminal background check, CAMIS background check.
- No Current or New Criminal charges when hired or 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](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.