



# 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:** Youth Mentor

Before & After School Program

Lummi Youth Wellness Center (LYWC)

**OPEN:** February 21, 2019

**EXEMPT:** No

**SALARY GRADE:** (4) \$12.47 to \$13.97 per hour DOE

**SHIFT:** Day/Flexible

**LOCATION:** LYWC

**DURATION:** Regular Part Time

**CLOSE:** March 7, 2019

**JOB CODE:**

**DIVISION:** LYSS

**DEPARTMENT:** BASP

**SUPERVISOR:** BASP Manager

**VACANCIES:** 1

**JOB SUMMARY:** Under the direct supervision of the LYWC Before and After School Program Manager the Youth Mentor will assist in providing a safe environment with quality care programs and services to participants and their families in accordance with the Lummi Youth Wellness Center's programs, policies and procedures.

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

1. Working with and for youth comes with a responsibility to role-model a healthy lifestyle. This will be expected and promoted.
2. Provide on-site, direct supervision of children participating in Before and After School Program Activities and LYWC School Break Programs.
3. Assist in maintaining attendance records.
4. Organize, set up, and clean up designated area daily.
5. Assist in preparing daily snack for assigned youth.
6. Provide information and support to children and parents as needed for a successful program.
7. Be actively involved with Lummi children and parents who participate in program activities.
8. Assist in the development, implementation, and management of activities, community events, and arts and crafts activities.
9. Provide an environment that enhances learning through good classroom management.
10. Provide positive role modeling, energy and enthusiasm.
11. Provide support to the LYWC Staff / youth and community participants.
12. All staff working with youth at the LYWC is considered mandatory reporters, Youth Mentor is required to report any (directly or indirectly received) disclosures of threats, bullying, child abuse, child sexual abuse or neglect as per LYWC Policies and Procedures.
13. Participate in Youth Social Services community events.
14. Assist with LYWC community events.

## **MINIMUM QUALIFICATIONS:**

- High School Diploma or GED

- 1 year experience working with youth.
- 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 children, 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 prompt and demonstrate above average attendance.
- Must be flexible and able to work nights and weekends.
- Participate in trainings as recommended by supervisor.
- Must attend Mandatory Reporter training.
- Must maintain strict confidentiality at all times concerning workplace and of each student.
- Be respectful and sensitive to the values and culture of the Lummi Community.

#### **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.