



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:** Foster Care Licensor ***Re-Advertise***

OPEN: March 3, 2023

EXEMPT: No

SALARY: (9) \$26.48-\$29.82/hr. DOE

SHIFT: Day

LOCATION: Admin Building

DURATION: Regular Full-time

CLOSES: Until Filled

JOB CODE:

DIVISION: Administration

DEPARTMENT: Court Services

SUPERVISOR: Child Welfare Program Manager

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 is responsible for ensuring children who are in the care of the Lummi Nation are properly and lovingly cared for and educated.

To better meet the needs of Lummi families who are helping care for, love, and parent children who are in the care of the Lummi Nation, the Lummi Child Welfare Program licenses couples, and individuals as Foster Parents. The Foster Care Licensor assists families and individuals in the Lummi community to apply and qualify for a Lummi Nation Foster Care License. The Foster Care Licensor recruits and educates families and individuals about the opportunity to become a Foster Parent for children in the Care of the Nation. The Foster Care Licensor arranges all required training, and provides some of the trainings, required of Foster Parents. The Foster Care Licensor conducts background checks and home studies for evaluating the fitness of potential Foster Parents and fees paid to Lummi Nation for Borrowed Beds. The Foster Care Licensor also works with representatives from the State of Washington to coordinate Foster Care payments to licensed Foster Parents. The Foster Care Licensor is required to attend train-the-trainer events that may be in out-of-state locations. The Foster Care Licensor is expected to use excellent judgment and communication skills in recruiting and approving applications for licensing. Child Welfare work can be a high stress work environment, which requires excellent coping skills and self-care habits.

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

1. Uses social media, public advertising, public speaking opportunities, and one-to-one meetings to recruit potential foster parents.
2. Develops and amends informational brochures for advertising foster care licensing information.
3. Contacts current family caregivers to offer Foster Care Licensing opportunity and explains additional resources available to Foster Parents.
4. Maintains regular contact with and provides support to foster parents and conducts interviews to help improve agency performance.

5. Follows all Foster Care Licensing policies and procedures.
6. Assists potential foster parents to complete necessary application and background check materials.
7. Conducts Home Studies, including inspecting residences of potential foster families for safety issues and works with families to develop safety plans when necessary.
8. Conducts interviews of each member of potential foster families.
9. Independently conducts background checks and approvals for potential placement families, evaluates the background issues of each family.
10. Develops waiver recommendations as necessary.
11. Complete all forms and provide licensing information to the State of Washington's Department of Children Youth and Families for payment processing.
12. Maintains all files in a complete and audit worthy condition.
13. Attends train-the-trainer trainings, both in and out of State
14. Provides Foster Parent training classes on a regular schedule and as needed, including evenings and weekends, to prepare potential and currently licensed Foster Parents to care for children who are in the care of the Nation.
15. Identifies and locates training for Foster Parents, when Lummi Child Welfare is unable to provide the training.
16. Works closely with Child Welfare Social Workers to ensure Foster Families are able to meet the needs of the Children in care.
17. Revises policies and forms to improve the licensing process.
18. Revises the training requirements for Foster Parents to meet the needs of children who are in the care of the Lummi Nation.
19. Organizes appreciation events for Foster Parents
20. Supervises Special Project staff to complete Foster Care Licensing and other Child Welfare projects.
21. Collects, tabulates, and provides data reports.
22. Responds to tribal membership inquiries from other jurisdictions and maintains a record of all inquiries and responses.
23. Other assigned duties might include assisting Social Workers in other areas and with LCW office administrative duties as needed (particularly in times of office short-staffing).

MINIMUM REQUIREMENTS:

- Applicants must meet, and explain in a cover letter and resume how they meet, either of the following education and experience requirements:
 - a. Bachelor degree in either Human Services, Social Services, Social Welfare, Community Advocates and Responsive Education in Human Services, or other Human or Social Services Degree Program; or
 - b. Bachelor Degree in either Early Childhood or Special Education, Psychology, Sociology, Human Development, Native American Studies, American Indian Studies and at least 1 year experience in a Social Work position, with preference given for work for a Native Nation.
- Successful candidates must complete a structured orientation training process, under the supervision of the Child Welfare Program Manager.
- Must possess 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:

- Ability to work a flexible work schedule, which may include evenings and weekends.
- Familiarity with the dynamics of working in a tribal community.

- Ability to maintain confidentiality and appropriate boundaries.
- Knowledge of case management principles and practices; risk assessment and decision making; interviewing techniques; community resources; principles of individual and social development.
- Demonstrate knowledge and ability to apply Lummi Nation Code, Chapter 8 (Children's Code) to provide services and support LCW program operations.
- Ability to work cooperatively with groups and individuals.
- Ability to organize and prioritize workload.
- Ability to speak to small and large groups about foster care licensing opportunities.
- Possess excellent oral and written skills.
- Ability to present clear and concise information in annual reports.
- Ability to work under strict timelines.
- Computer skills necessary to enter data, create reports and charts, and produce brochures and newsletters.
- Must be punctual.

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 based Criminal Background Check, and FAMLINK Check.
- Must qualify for and maintain eligibility to drive LIBC vehicles.
- 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. 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.