



# 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:** Probation Officer

**OPEN:** March 14, 2023

**EXEMPT:** No

**SALARY:** (7) \$20.07-\$22.60/hr. DOE

**SHIFT:** Day

**LOCATION:** Lummi Probation Department

**DURATION:** Regular Full-Time

**CLOSES:** March 29, 2023

**JOB CODE:**

**DIVISION:** Probation

**DEPARTMENT:** Probation

**SUPERVISOR:** Probation Manager

**VACANCIES:** 1

**JOB SUMMARY:** Lummi Nation Probation employee fill a vital role in helping Lummi members and other community members return to a healthy lifestyle, based on the culture, values and Sche Lang en' of the Lummi People and Community.

Probation Officers are responsible for monitoring and supervising cases involving adult and juvenile clients who may have committed crimes ranging from minor misdemeanor to very serious felony crimes. Probation Officers conduct pre and post-adjudication services including transporting incarcerated persons, pre-trial services, participation in the Healing to Wellness Drug Court, Family Wellness Courts, Juvenile Justice Teams, drug, and alcohol testing, providing Jail Alternatives, ensuring offender accountability and responsibility, and promoting the health and safety of the community. The Probation Officer duties include all the above duties, with the primary responsibility of supervising, monitoring and mentoring clients under Lummi Court Supervision including Pre-Trial Supervision and Assessments, Delinquency Orders, Deferred Agreements Orders, and assisting in Court requested Dependency Hearings. The Probation Officer will report directly to the Probation Manager.

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

1. Independently performs caseload activities such as face-to-face contact. Prepares written and/or oral reports including sentencing and case disposition recommendations to the court on time and with supporting documentation.
2. Oversees caseload activities by monitoring client performance that may include regular contact with clients, service providers, and/or other justice programs. Assesses and supervises compliance with the terms and conditions of court orders. Reviews conditions as necessary and recommends changes if warranted.
3. Assesses client needs and amenability to difference types of treatment programs; performs limited counseling as needed for assessment, motivation, and crisis; and develops and coordinates court-ordered treatment programs with available community counseling and resource programs. Assists in vocational, educational and job placement, as appropriate.
4. Facilitates and assists in completing case plan objectives. Develops project plans, screens cases, and coordinates or acts as a member of team or group activities facilitating problem resolution

and cooperates closely with representatives of tribal, state, local, or other community agencies on cases of mutual clients.

5. Primary responsibility for maintaining documentations of all contacts made and actions taken. Records information and accurately following structured procedures. Tracks activity develops individualized plans and submits documentation on time. Research, retrieve, update, and analyze complex information and data.
6. Works with attorneys, providing them with data and information needed for Court Hearing and/or trial, as appropriate. Attend hearings and trials, as needed.
7. Administer drug testing for clients in a professional and confidential manner.
8. May provide in-custody transport of inmates, to and from the Whatcom County Jail and other correctional facilities.
9. Establishes community connections by way of field work, in the form of regular and on-going visits to probationer's home, treatment, school, employment, support group, group home or team meeting.
10. Probation work can be high pressure and will include an element of personal danger.
11. Successfully complete basic and advance training in Probation services and assessments, personal safety, and community safety.
12. Trains and works closely with temporary, volunteers and other staff providing technical direction and facilitating problem resolution, as assigned.
13. Maintain appropriate confidentiality, report child abuse and self-harm concerns appropriately.
14. Develop and implement a structured methodology for reorienting Lummi youth to Lummi Values.
15. Have knowledge of and understand state and federal law, tribal codes, and resolutions, as they apply to probation duties and responsibilities.
16. This position is an essential service, in the Lummi Nation government.

#### **MINIMUM QUALIFICATIONS:**

- High School Diploma or GED
- One (1) year of experience working with the Lummi Nation
- Be proficient with current computerized software and technology, to include WORD and Excel Spreadsheets.
- 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:**

- The field of assignment sufficient to perform thoroughly and accurately the full scope of responsibility as illustrated by example, but not limited to, this job description.
- Must be able to articulate at least basic knowledge of the criminal justice systems.
- Must demonstrate excellent written and oral communication skills, to include audiences of various ages and educational backgrounds.
- Must have general office skills, manage time effectively and maintain accurate, confidential records and the ability to utilize these skills to prepare detailed reports when requested.
- Be dependable, hardworking, and trustworthy, as may be demonstrated through previous work history.
- Must be able to articulate knowledge of Lummi values as they pertain to individual responsibility and education young people.

#### **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 meet qualifications required by Lummi Probation including an extensive background check. **May have no misdemeanor or felony convictions of any kind, in any jurisdiction for a minimum of five years.** (Some kinds of felony & misdemeanor convictions may be a bar to employment in this position, at the discretion of Human Resources department.)
- Must successfully complete a Federal and/or State certified Probation Academy within six months of hire and keep current on developments involving probation issues and other issues related to the job, through attending trainings, cross training with other jurisdictions, college courses or self-study.
- Must be of good moral character as determined by the hiring committee. The applicant has the burden of establishing that he or she is of good moral character. "Good moral character" includes but is not limited to qualities of honesty, fairness, candor, trustworthiness, responsibility, respect for and obedience to the law, and respect for the rights of others and the judicial process.
- Maintain high ethical standards for him/her, including acting responsibly and maintaining strict confidentiality. Confidentiality of documents and information includes the maintenance of criminal case files, medical records, treatment information and/or any information not considered public record under allowable public record law.
- 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.