



# 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:** Jail Alternatives Officer

*\*Re-Advertise\**

**OPEN:** March 14, 2023

**EXEMPT:** No

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

**SHIFT:** Day

**LOCATION:** Tribal Administration

**DURATION:** Regular Full-Time

**CLOSES:** Until Filled

**JOB CODE:**

**DIVISION:** Lummi Tribal Courts

**DEPARTMENT:** Probation

**SUPERVISOR:** Probation Supervisor

**VACANCIES:**1

**JOB SUMMARY:** The Lummi Nation Probation Department is responsible for monitoring and supervising cases involving adult and juvenile clients. The Probation Department conducts pre and post-adjudication services including In-custody transports, pre-sentence investigations, pre-trial services, participation in the Healing to Wellness Drug Court and Juvenile Justice Teams, drug, and alcohol testing, providing Jail Alternatives, ensuring offender accountability and responsibility, and promoting the health and safety of the community. A Jail Alternatives Officer may be assigned to various duties and responsibilities which fall under the Probation Departments authority. The primary duty will be the enforcement and monitoring of the Lummi Jail Alternatives Program. The Jail Alternatives Officer will report directly to the Probation Department Supervisor. Daily supervision of probation officers and jail alternatives officers is the responsibility of the Probation Department Supervisor.

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

1. Administer and supervise the Lummi Jail Alternative and Community Service Programs.
2. Ensure that adults and/or juvenile offenders comply with probationary judgments. Communicate to the clients the terms, conditions, and specific guidelines the adult or juvenile will be required to observe during the probationary period.
3. Maintain accurate records and make reports to the Probation Department as to defendant's progress and compliance with Jail Alternatives. Prepare necessary reports and documentation for presentation to the Probation Officers and Accounting Office.
4. Monitor the type and scope of work assigned and ensure that clients complete their assigned tasks.
5. Ensure the safety and security of clients, staff and community members while monitoring Jail Alternatives.
6. Work independently and prioritize community needs, while keeping the Probation Supervisor updated as to the progress of Jail Alternatives.
7. Maintain high ethical standards for him/her, including maintaining strict confidentiality.
8. Explore new opportunities of Jail Alternatives and Community Service opportunities within the Lummi Nation.

9. May administer Electronic Home Monitoring/Detention for adults and juveniles.
10. Keep current on developments involving jail/correctional alternatives issues and other issues related to the job, through attending trainings, cross training with other jurisdictions, college courses or self-study.
11. Have knowledge of and understand state and federal law, tribal codes, and resolutions, as they apply to probation duties and responsibilities.
12. Use statistical measures to maintain and track Jail Alternative information and communicate effectively and timely with necessary Probation, Court, and Accounting Staff.
13. Successfully complete job related training as required.

#### **MINIMUM QUALIFICATIONS:**

- High School Diploma or G.E.D. required.
- One (1) year of experience working with Lummi Nation
- Be proficient with current computerized software and technology, to include Word and Excel Spreadsheet.
- 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:**

- Must demonstrate excellent written and oral communication skills, to include audiences of various ages and educational backgrounds. Must be able to provide limited counseling to juvenile and adult clients.
- Must have general knowledge of hand tools, power tools, and light/heavy machinery and possess the ability to instruct others to use tools/machinery safely.
- Must have general office skills, manage time effectively and maintain accurate, confidential records.
- Be dependable, hardworking, and trustworthy, as may be demonstrated through previous work history.
- Be able to work flexible hours, when necessary, which may include Saturdays.

#### **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 Nation Tribal Court 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 the Chief Judge in consultation with the Human Resources department.)
- 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.